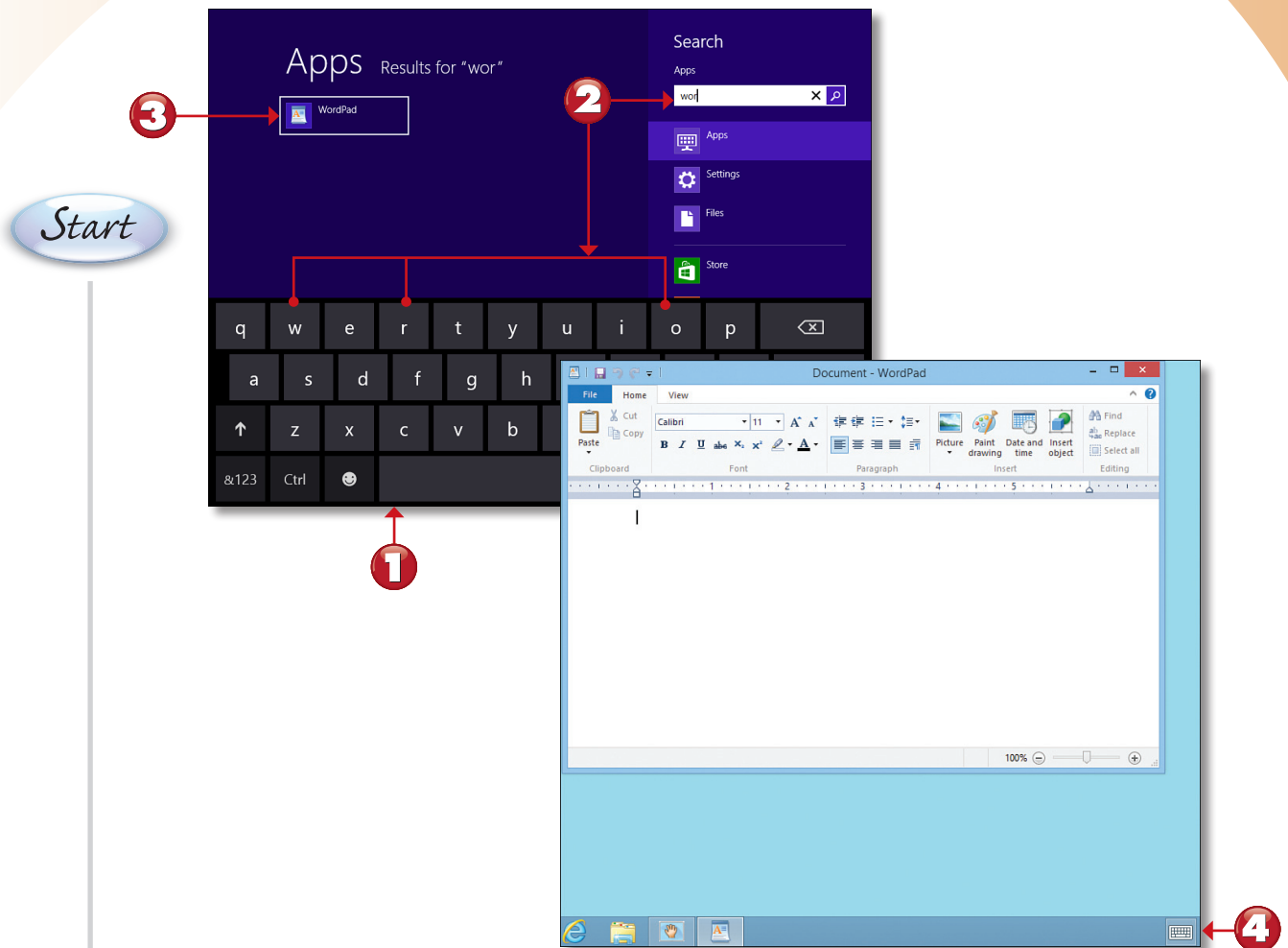# CHAPTER 3 ONLINE CONTENT

## USING THE TOUCH KEYBOARD WITH DESKTOP APPS

The new UI programs on the left side of the Windows Start screen don't require much text entry. However, Windows 8 continues to include the Windows desktop and programs that run on the desktop. You can also use the touch keyboard with these programs.
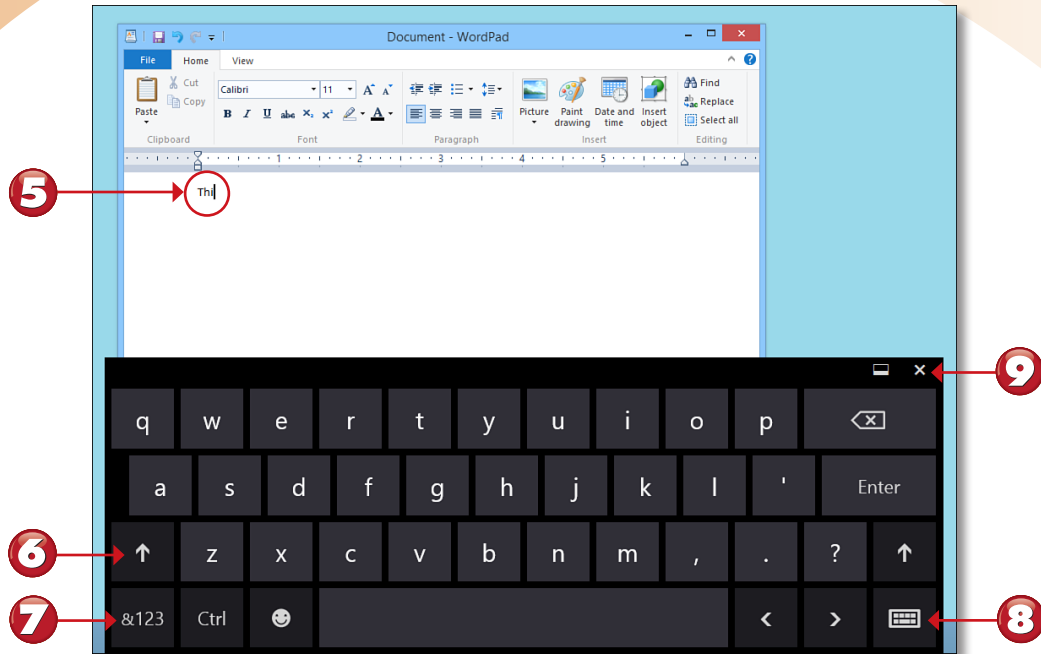
*Start*

**①** Open the touch keyboard from the Settings charm.

**②** Type the characters **wor**.

**③** Click **WordPad**.

**④** Click the touch keyboard icon.

*Continued*

**5** As you click characters, they appear in the desktop app's text-entry window.

**6** Click to switch the keyboard to uppercase mode.

**7** Click to switch the keyboard to enter numbers and symbols.

**8** Click the touch keyboard icon to see options (such as split keyboard layout, touch keyboard size, and stylus).

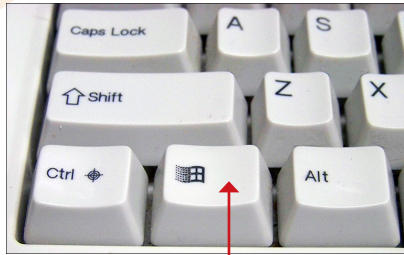**9** Click to close the touch keyboard.

*End*

**NOTE**

**Toggling the Keyboard Between Modes** Click the number/symbol and uppercase keys (steps 6 and 7) again to switch out of those modes. ■
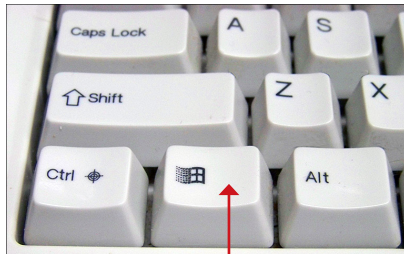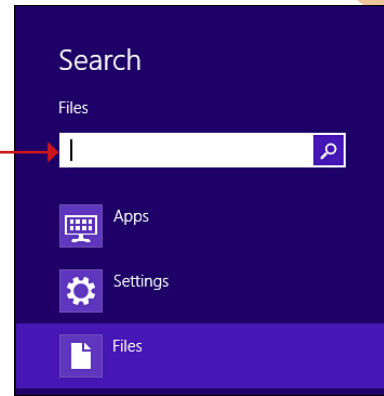
# MORE WINDOWS KEYBOARD SHORTCUTS

Here are some additional Windows key keyboard shortcuts you can use to make your work in Windows 8 faster and easier.

*Start*
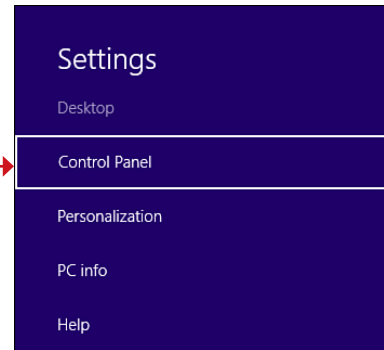
**1** Press **Windows key+F**.

**2** Type text in the Files search box.

**3** Press **Windows key+I**.

**4** Choose an option on the Settings screen.

*Continued*

## Second screen

Project to a connected screen

PC screen only

Duplicate

Extend

Second screen only

## Search

Apps

Apps

Settings

Files
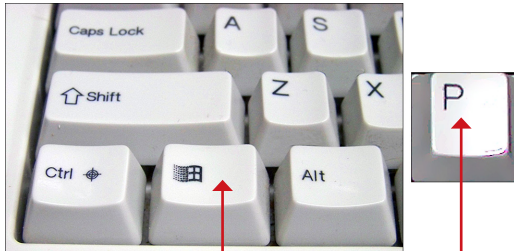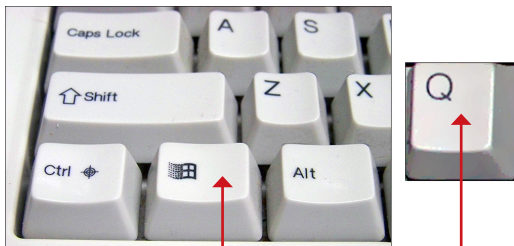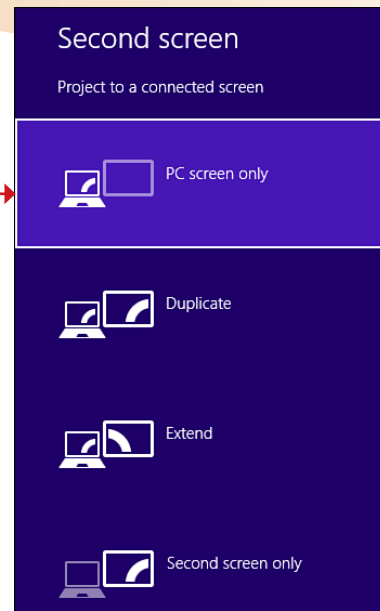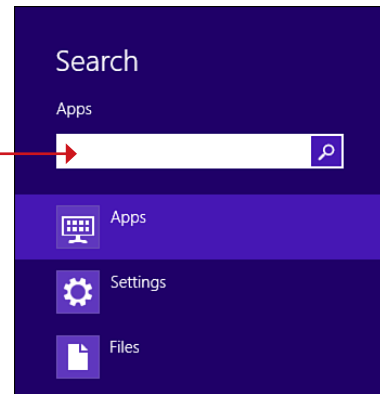
**5** Press **Windows key+P**.

**6** Select an option from the Second screen menu.

**7** Press **Windows key+Q**.

**8** Type text in the Apps search box.

*Continued*
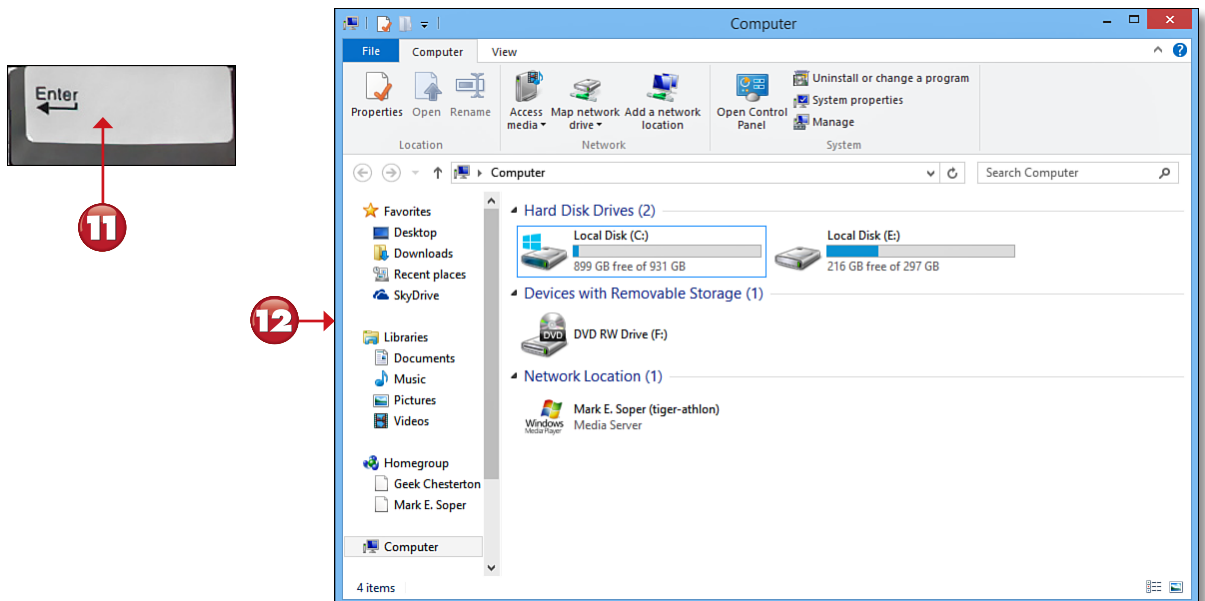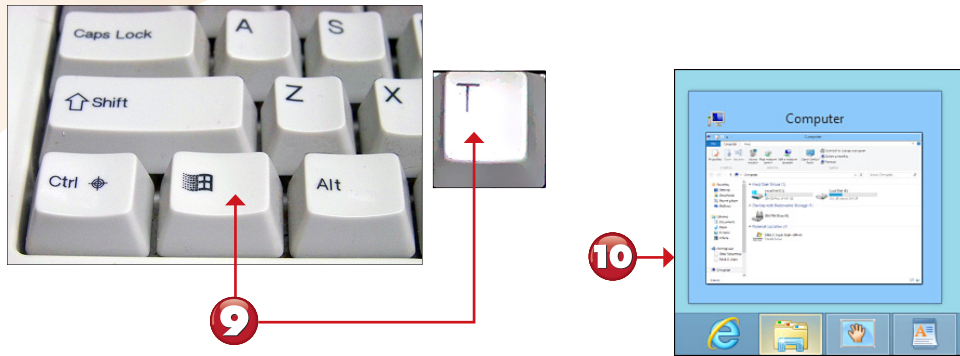
**9** Press **Windows key**+**T**.

**10** Windows toggles through programs running on the desktop.

**11** Press **Enter**.

**12** The selected program opens in the desktop window.

*Continued*
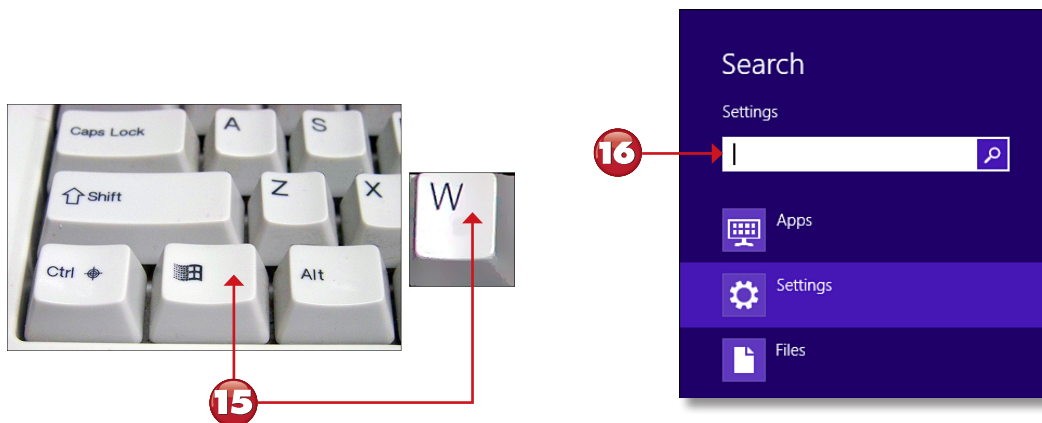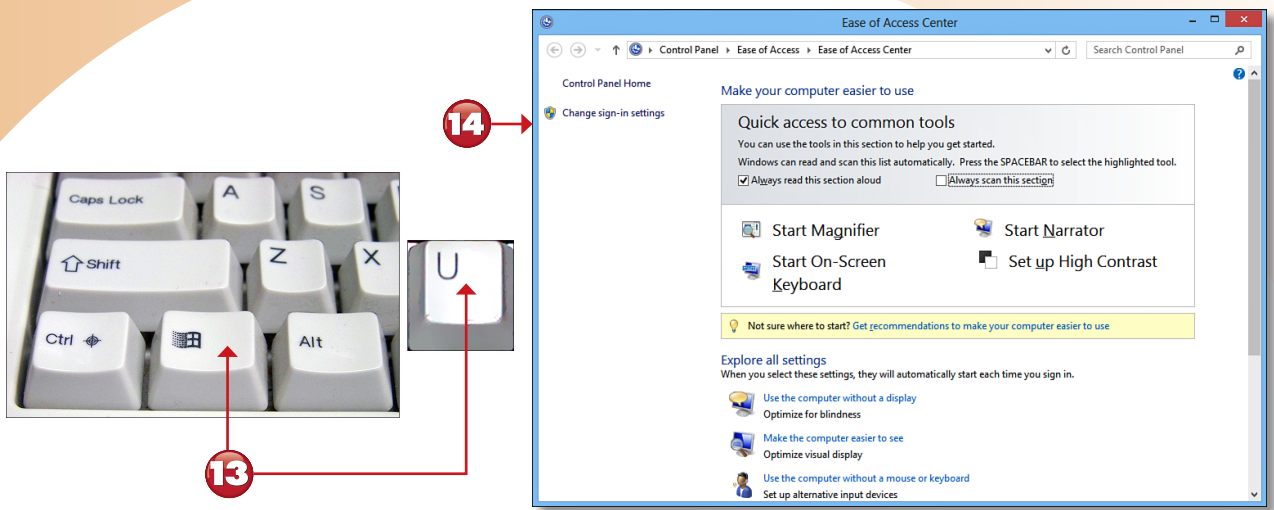
**13** Press **Windows key**+**U**.

**14** Choose options from the Ease of Access Center window.

**15** Press **Windows key**+**W**.

**16** Type text in the Settings search box.

*End*

# CHAPTER 8 ONLINE CONTENT

## TURNING OFF NOTIFICATIONS

Windows 8 uses both visual and audible notifications to inform you of new information. Use the Notifications section of the PC settings screen to turn off any notifications you don't want to see (or hear). In this example, we'll turn off the Play Notification Sounds setting.

**Start**

**PC settings**

Personalize

Users

**Notifications** ①

Search

Share

General

Privacy

Devices

Ease of Access

Sync your settings

HomeGroup

Windows Update

**Notifications**

Show app notifications
**On**

Show app notifications on the lock screen
**On**

Play notification sounds
**On** ②

Show notifications from these apps

**PC settings**

Personalize

Users

**Notifications**

Search

Share

General

Privacy

Devices

Ease of Access

Sync your settings

HomeGroup

Windows Update

**Notifications**

Show app notifications
**On**

Show app notifications on the lock screen
**On**

Play notification sounds
**Off** ③

Show notifications from these apps

Calendar        On

Clock           On

Games           On

Internet Explorer   On

Mail            On

Messaging       On

① Click **Notifications**.

② Click **On** for "Play notification sounds."

③ Drag the slider to **Off**.

**End**

### NOTE

**Turning Off Other App Notifications**  You can also turn off all app notifications, app notifications on the lock screen, and notifications from other new UI apps in the same way. ∎

## SELECTING LOCK SCREEN APPS

The lock screen displays information from the most recently logged-in user's apps. You can use the Personalize section of the PC settings screen to specify which programs to feature on the lock screen. In this example, we select detailed weather information to appear on the lock screen.

Start

PC settings

Lock screen   Start screen   Account picture

Personalize
Users
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup

Friday, September 14

Browse

Lock screen

Choose apps to run
your screen is locked

Choose an app to

**Choose an app**

Don't show detailed status on the lock screen

Calendar

Weather

1:28   69°
Evansville
Clear
73°/46°
Friday, September 14

① Click **Personalize**.

② Click **Lock screen**.

③ Click the icon under "Choose an app to display detailed status."

④ Click **Weather**.

⑤ Detailed weather information as displayed on the lock screen.

⑥ Mail information.

⑦ The network connection is working properly.

End

# CHAPTER 13 ONLINE CONTENT

## CHANGING FILE SHARING SETTINGS

If you need to share or stop sharing some categories of files, use the HomeGroup window, available from the Network and Internet window in Control Panel.



**Start**
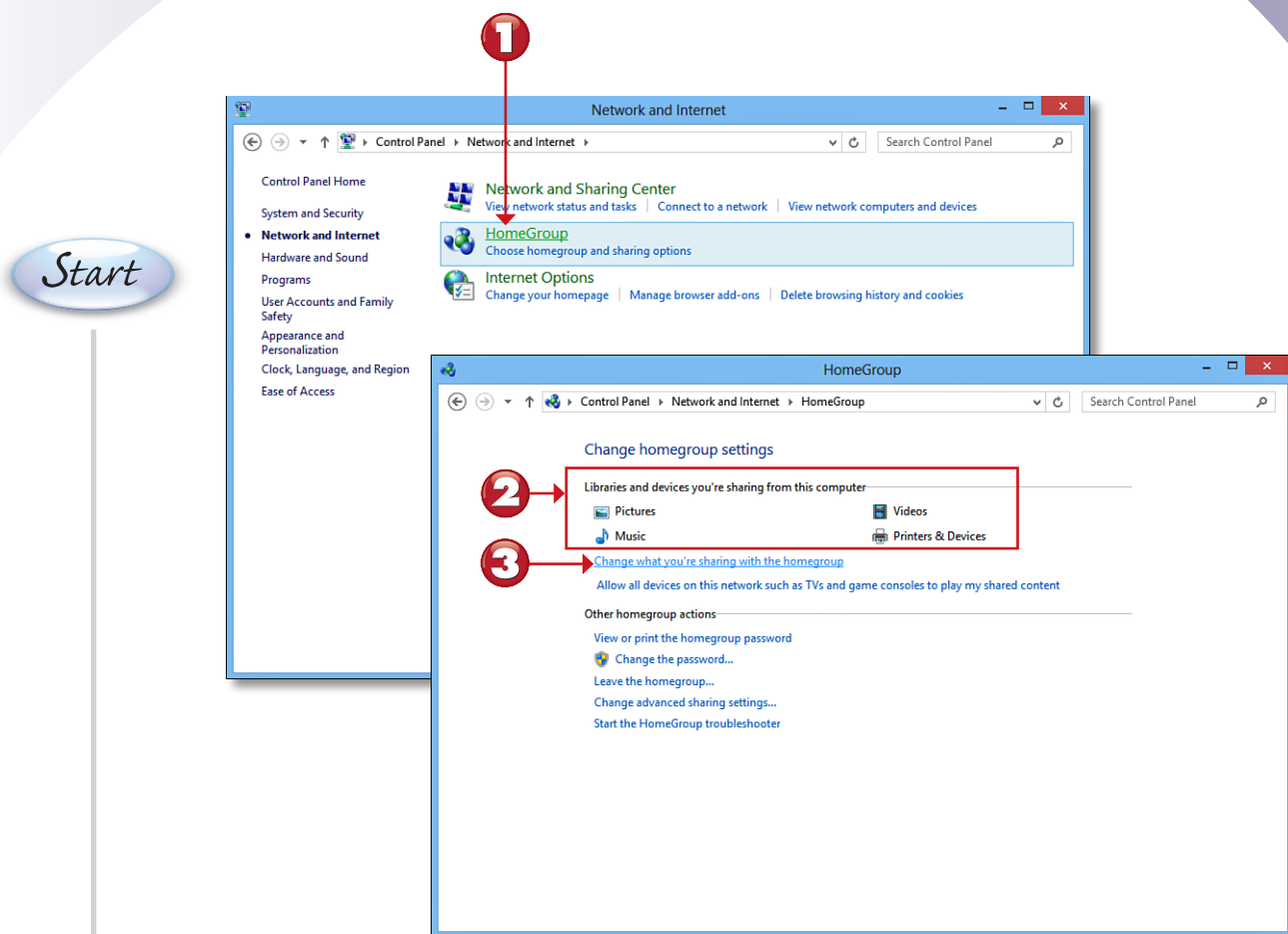
1. Click **Homegroup**.

2. Review your current HomeGroup sharing settings.

3. Click **Change what you're sharing with the homegroup**.
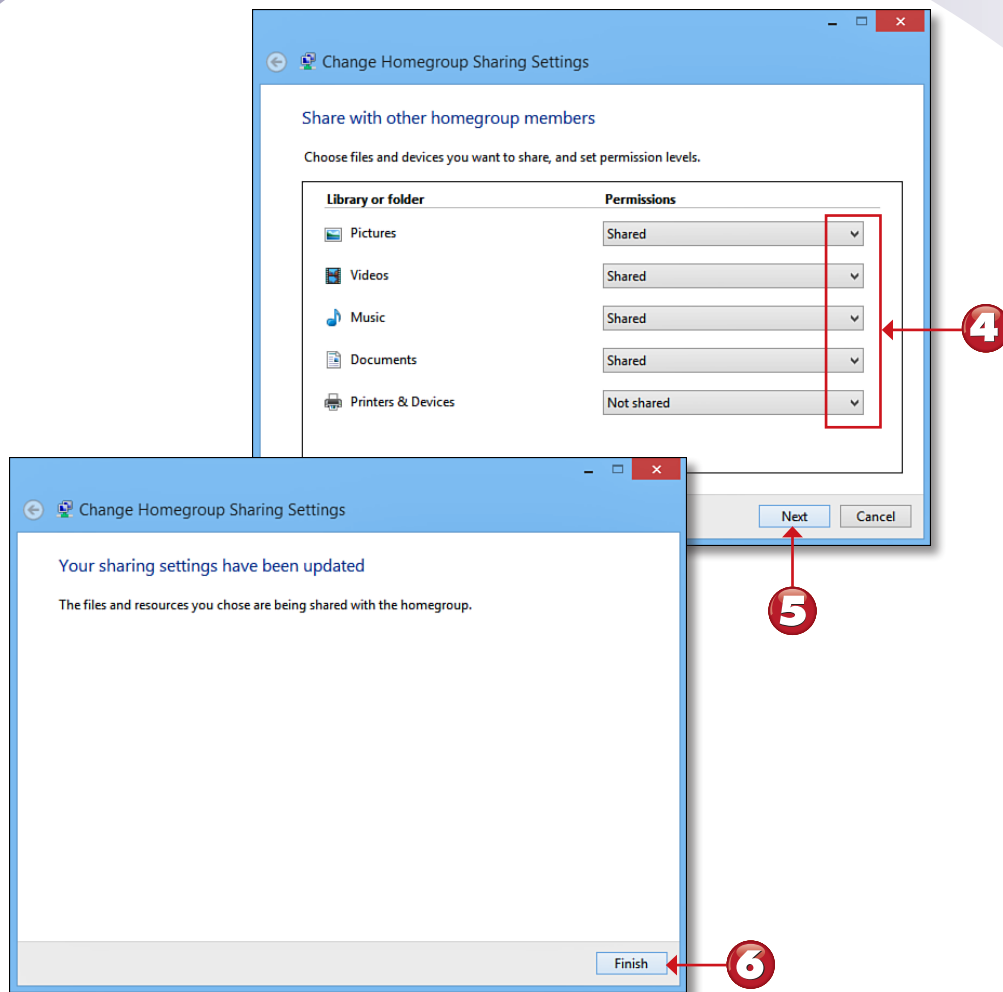
**4** Make the desired changes.

**5** Click **Next**.

**6** Click **Finish**.

*End*

# ADJUSTING STREAMING MEDIA SETTINGS

Computers on a HomeGroup can share music, videos, and photos with computers and streaming media players on the network, such as video game systems and set-top boxes. You can fine tune what is shared for streaming playback through the HomeGroup window. Here's how.



**Start**
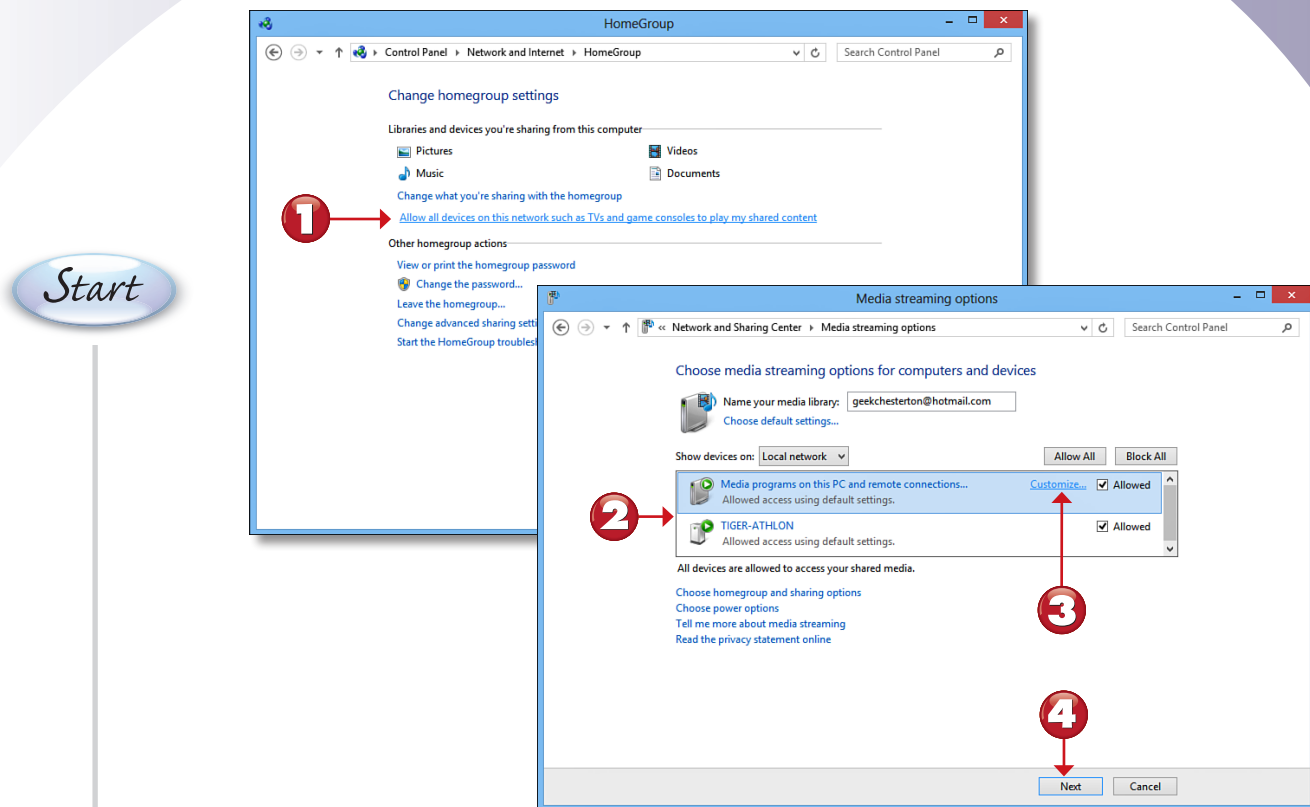
① Click **Allow all devices on this network such as TVs and game consoles to play my shared content**.

② Review your current streaming media settings.

③ Click **Customize**.

④ Click **Next**.

**Continued**

**TIP**

**Blocking Media Streaming** To block a system from streaming its media to other devices on the HomeGroup, click Block All. ■
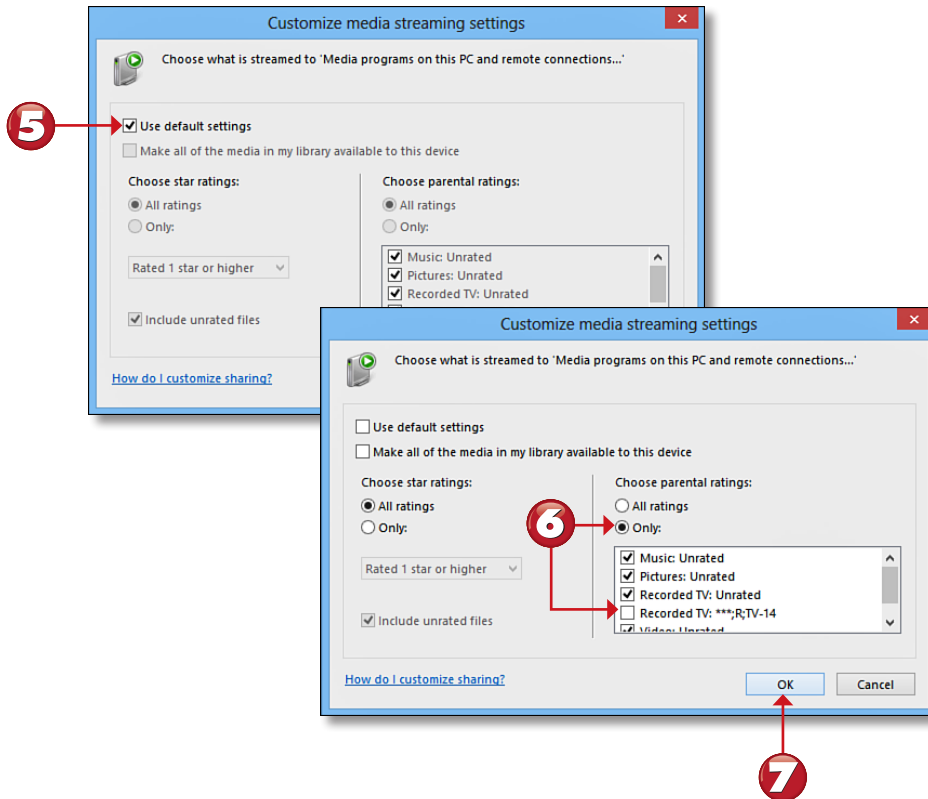
**5** Click the **Use default settings** checkbox to clear it.

**6** Select the desired options.

**7** Click **OK**.

*Continued*

### NOTE

**Customizing Ratings** In this example, recorded TV with an adults-only, R, or TV-14 rating will not be streamed. You can also specify star ratings for music and photos using the Choose Star Ratings section on the left side of this dialog box. ■
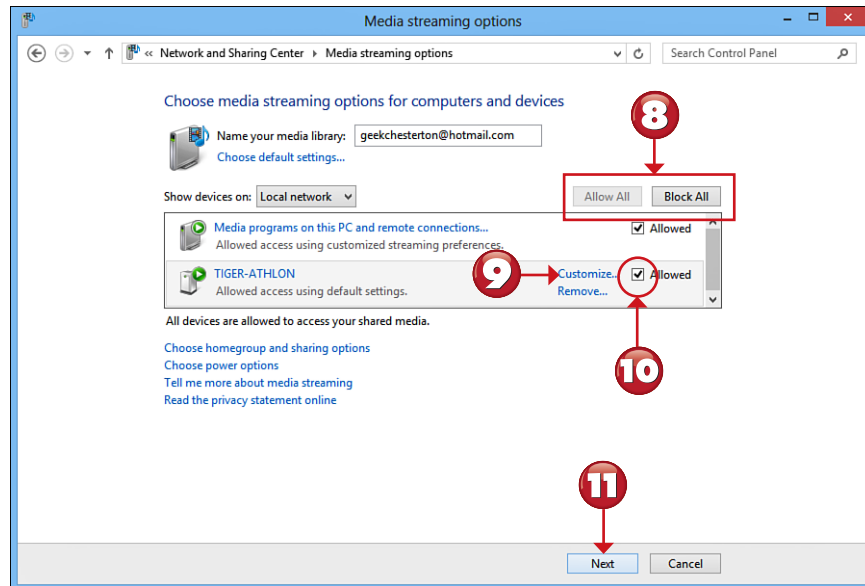
**8** Settings have been customized.

**9** Click to customize streaming media access by this device.

**10** Clear the checkbox to block this device from accessing streaming media.

**11** Click **Next**.

*Continued*
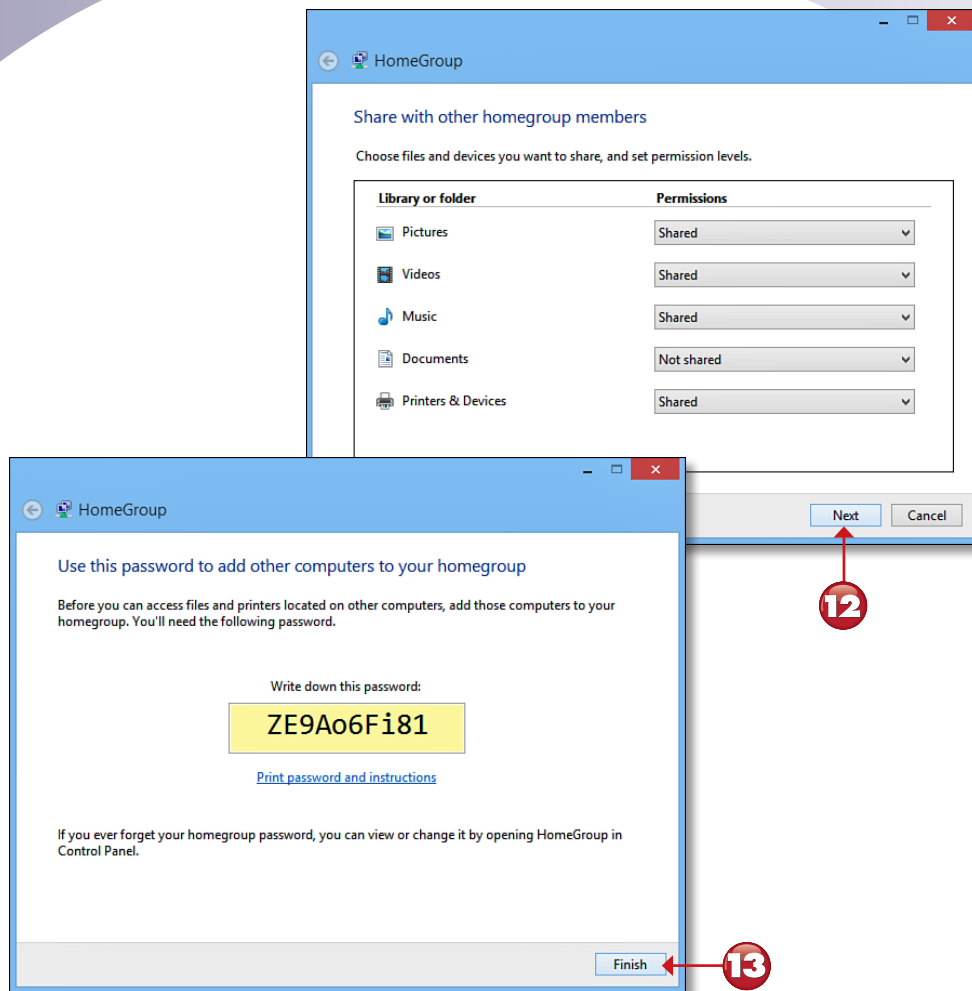
**12** Click **Next**.

**13** Click **Finish**.

*End*

**TIP**

**Shortcut to the HomeGroup Password** To go directly to the HomeGroup password shown in step 13, click the View or Print the HomeGroup Password link shown in step 1. ◼

# CHAPTER 14 ONLINE CONTENT

## ADDING RAW IMAGE SUPPORT

If you're using a digital SLR camera, shooting photos in RAW mode is the way to go. However, Windows 8 needs additional software to display RAW files. In this lesson, you learn how to install the Microsoft Camera Codec Pack, a collection of RAW image filters for most digital SLR camera models.

*Start*
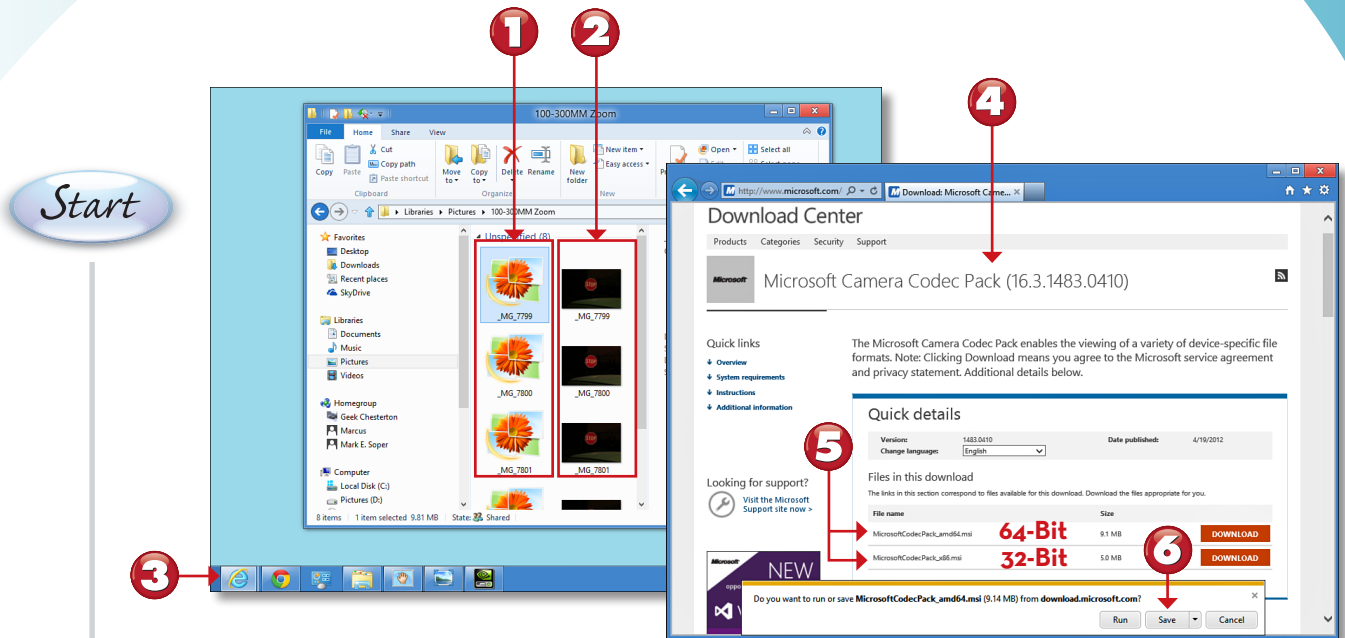
1. RAW files show up as icons in the Pictures library and other folders.

2. JPEG files are displayed as thumbnails.

3. Click **Internet Explorer**.

4. Go to the Microsoft Download Center and search for **Microsoft Camera Codec Pack**.

5. Click the appropriate version for your edition of Windows 8.

6. Click **Save**.
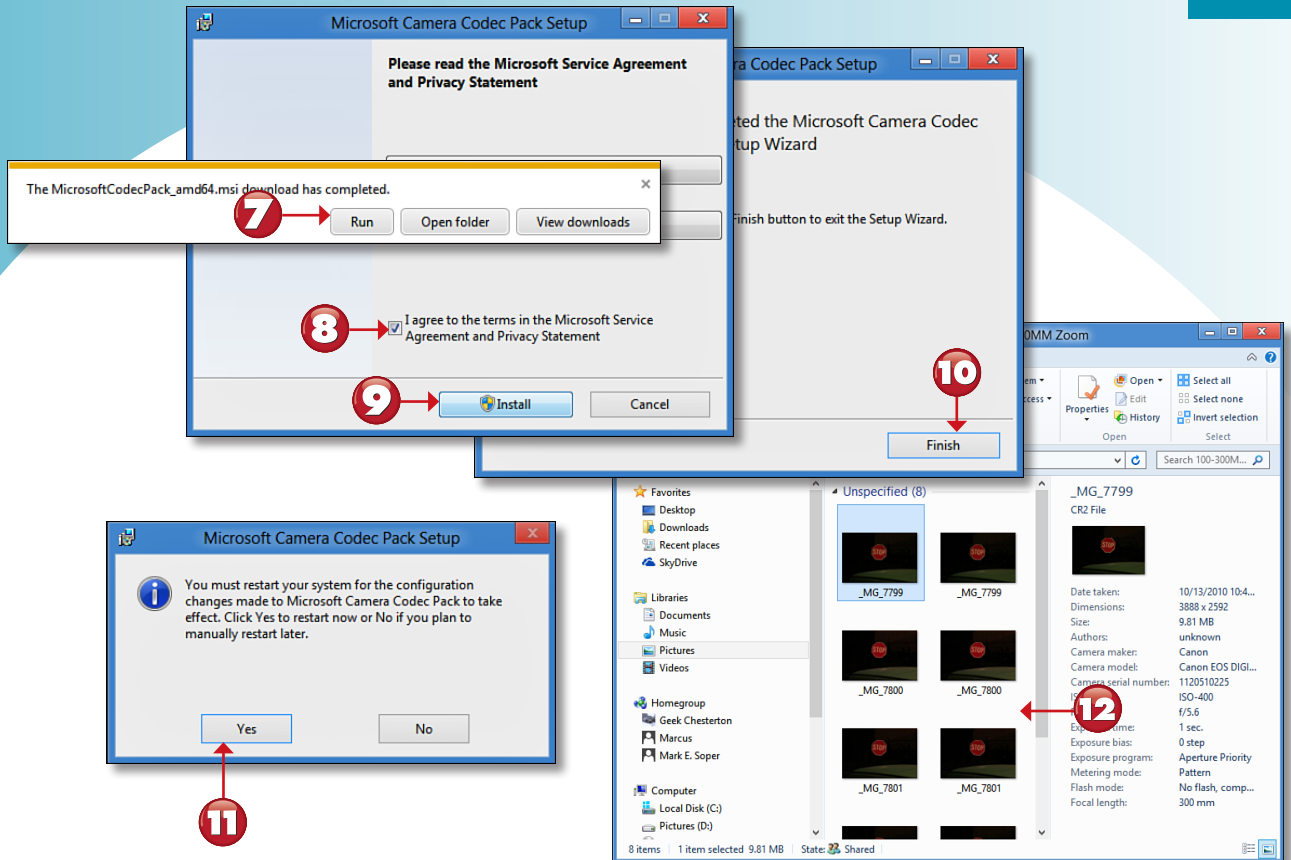
Click **Run** to start the installation process.

Check the **I agree to the terms...** box.

Click **Install**. Click through UAC prompts or provide the administrator password, if applicable.

Click **Finish**.

Click **Yes** to reboot.

Both RAW and JPEG file thumbnails are visible in the Pictures library after reboot.

End

**NOTE**

**Microsoft Download Center**  You can find the Microsoft Download Center at www.microsoft.com/downloads. To find out whether you're using a 32-bit or 64-bit version of Windows 8, right-click the Computer icon in the Pictures library left pane and select Properties. ■

# CHAPTER 17 ONLINE CONTENT

## FIXING IMAGE EXPOSURE AND COLOR PROBLEMS

You can use Photo Gallery in Windows 8 to edit JPEG (.JPG) photos—the most common image type created by digital cameras. You can use the editing feature to fix problems with color, exposure, and cropping. In this example, you learn how to fix a photo that's too dark and too orange.

*Start*
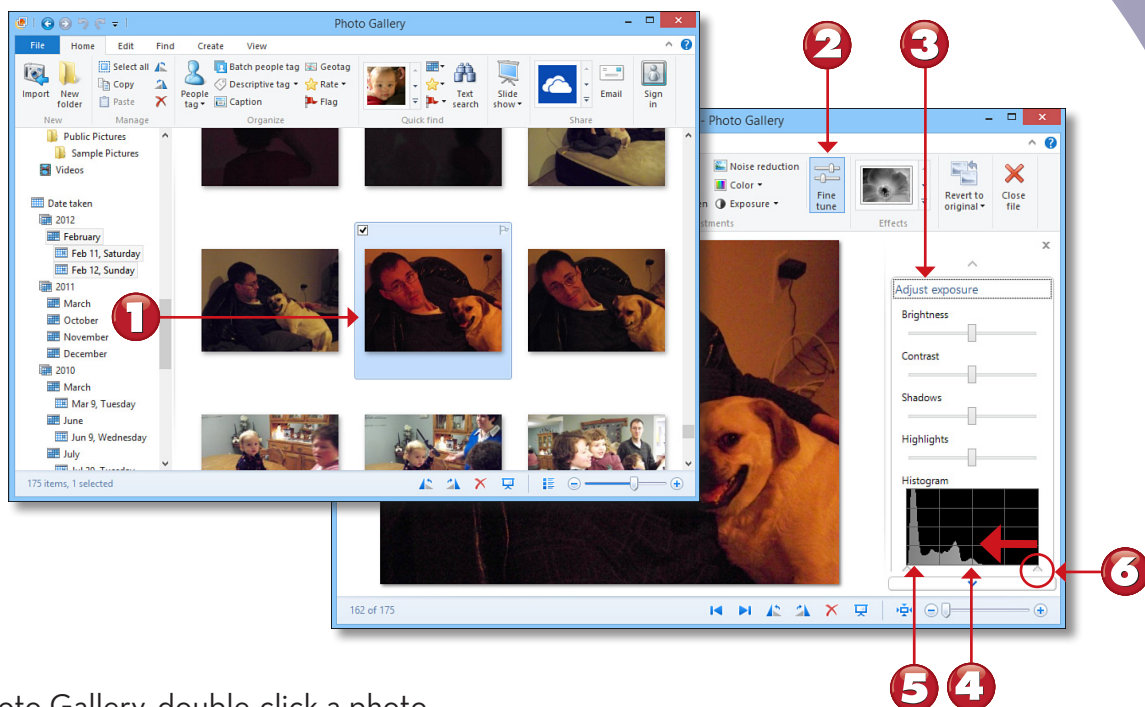
1 In Photo Gallery, double-click a photo.

2 Click **Fine tune**.

3 Click **Adjust exposure**.

4 Notice the white slider on the histogram.

5 The gray shading indicates exposure data.

6 Drag the white slider to the right edge of the exposure data.

*Continued*
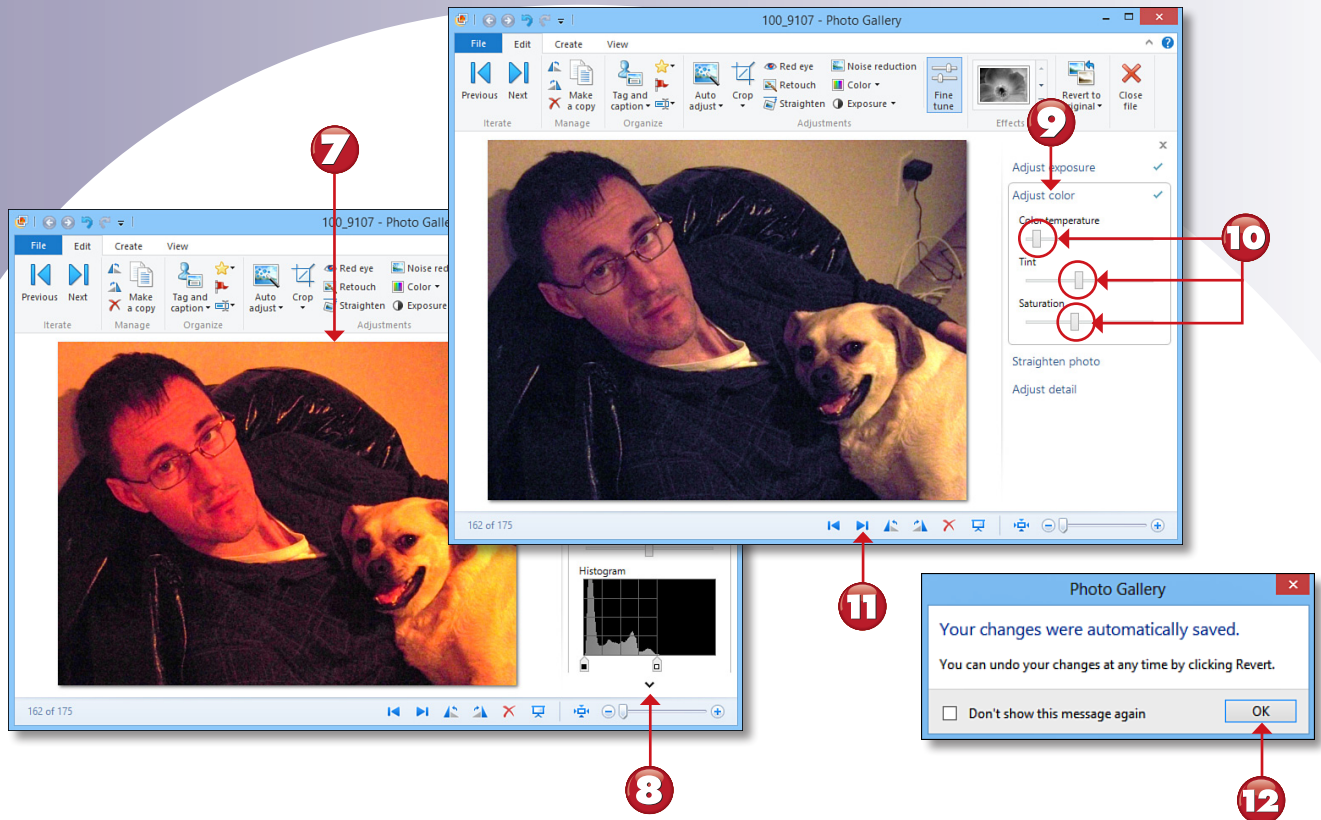
**7**    The modified picture is brighter, but it's still too orange.

**8**    Click to display the Adjust color option.

**9**    Click **Adjust color**.

**10**    Adjust the sliders as needed to improve color.

**11**    Click to move to the next photo.

**12**    Click **OK**.

*End*

**TIP**

**Reverting to the Original Photo**   To return to the original version of a photo, click the Revert to Original button on the Edit tab. You can click the Don't Show This Message Again reminder if you don't want to see the dialog box in step 12 each time you edit a photo. ■

# CROPPING A PHOTO

With Photo Gallery, you can make a good picture even better by cropping away unnecessary parts of the photo. You can even crop a photo so it's the right size for popular print sizes. Here's how.

Start
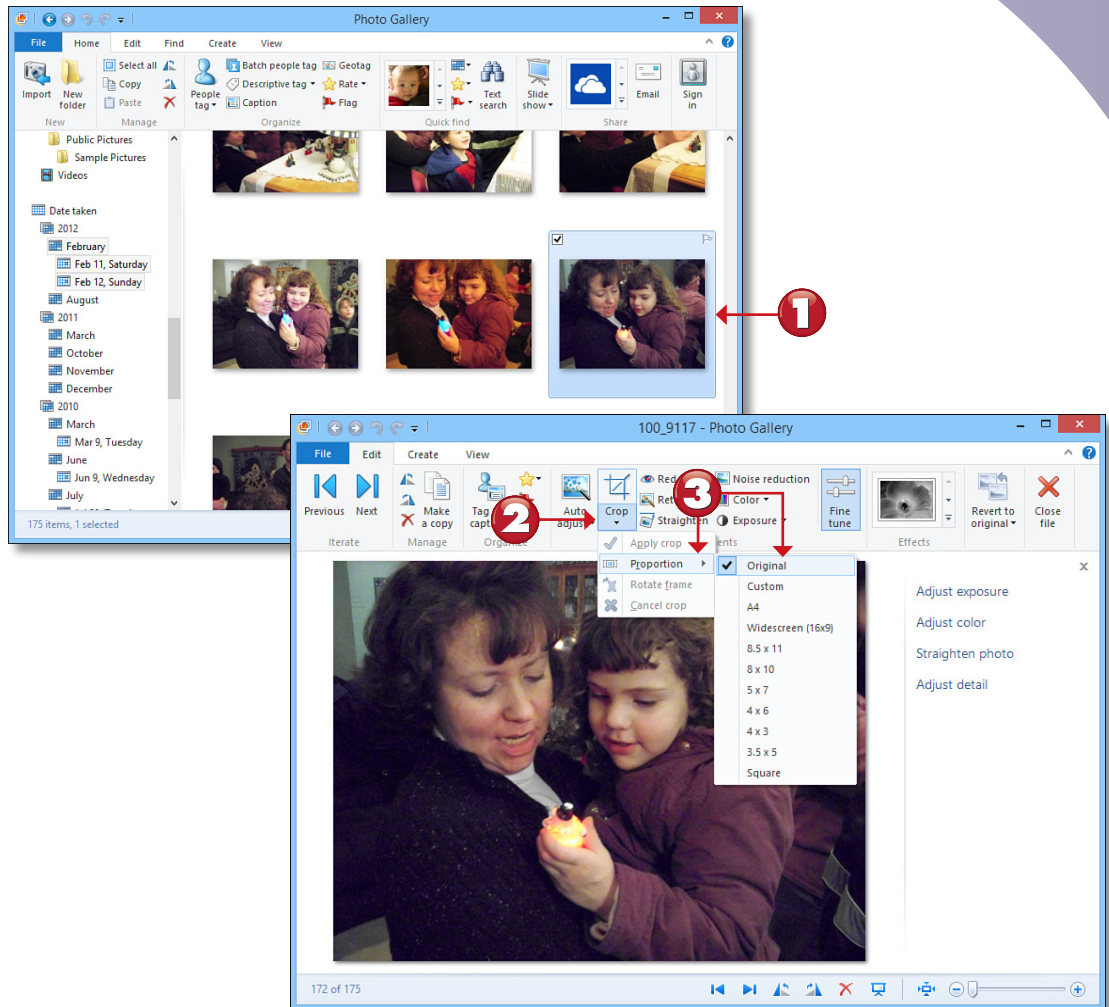


In Photo Gallery, double-click a photo.

Open the **Crop** menu.

Point to **Proportion**, and click **Original**.
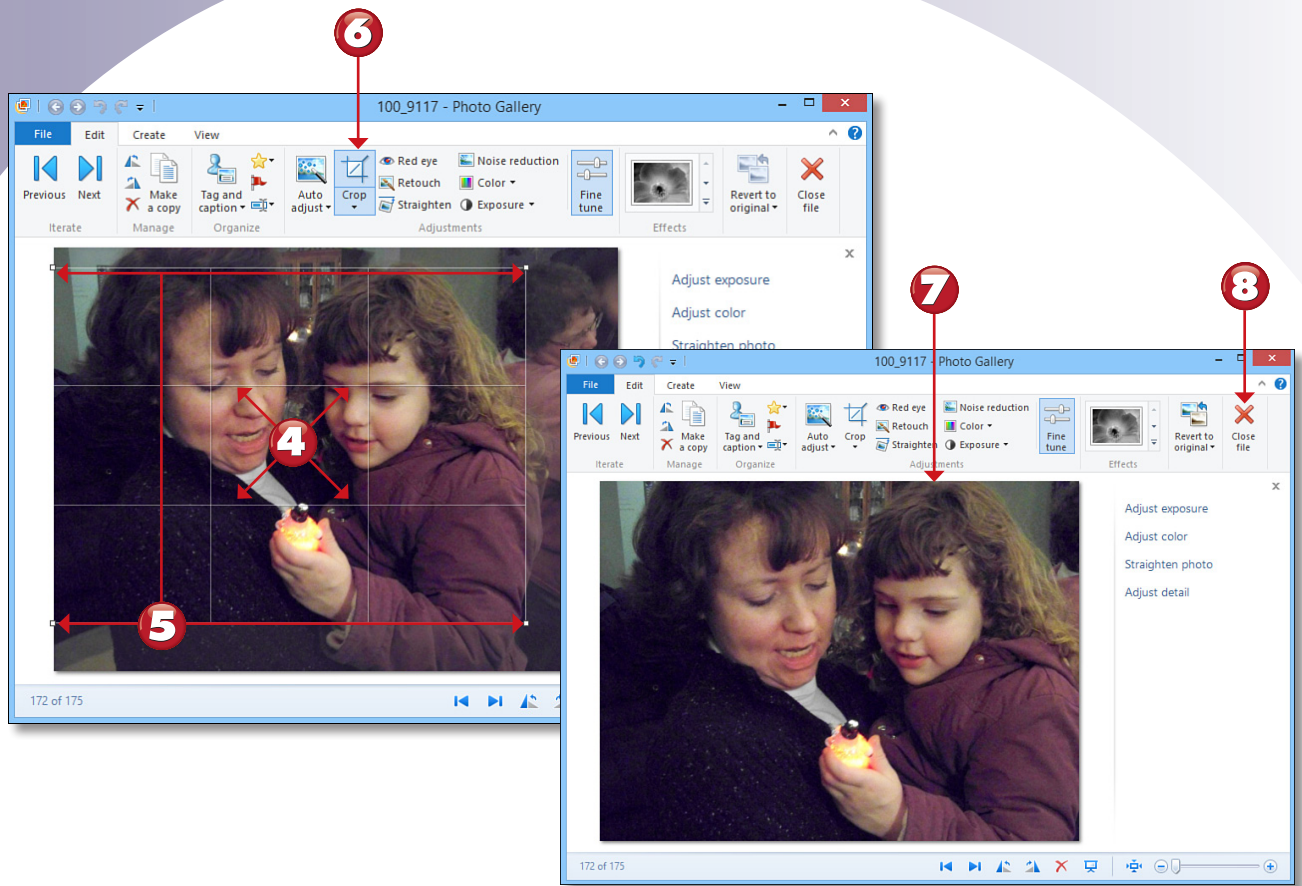
**4** Click inside the crop window and drag it into the desired position.

**5** Click and drag the corners to adjust the size of the crop window.

**6** Click the **Crop** button.

**7** The photo is cropped.

**8** Click the **Close file** button to save the photo.

*End*

# STRAIGHTENING A PHOTO AND REVERTING TO THE ORIGINAL

Plagued by crooked photos? Photo Gallery can straighten them for you. If you change your mind about any editing you perform in Photo Gallery, you can revert your photo to its original condition with just a couple of clicks.



*Start*
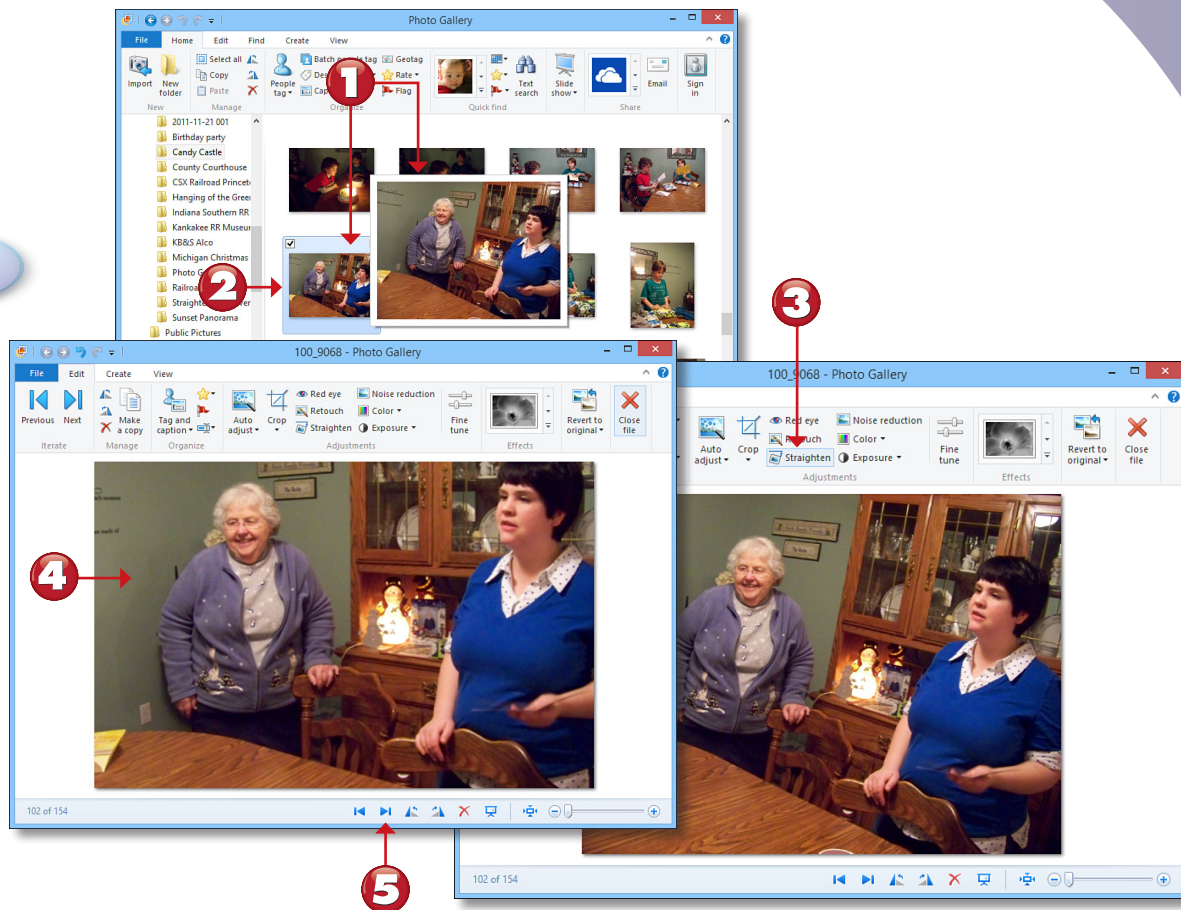
**1** In Photo Gallery, point to a small thumbnail to see a larger version.

**2** Double-click the photo.

**3** Click **Straighten**.

**4** The photo is straightened.

**5** Click to save changes and move to the next photo.
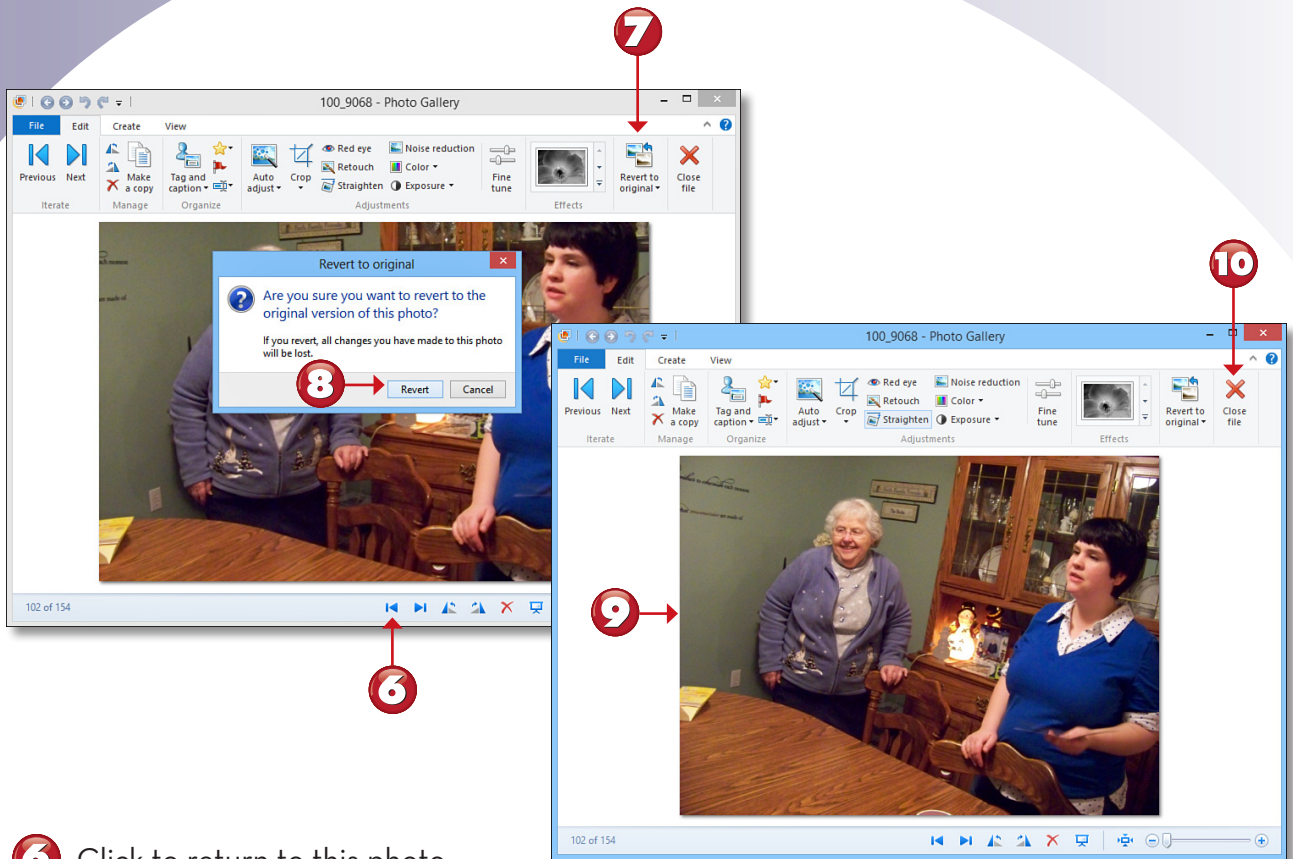
6 Click to return to this photo.

7 Click **Revert to original**.

8 Click **Revert**.

9 The photo reverts to its original version.

10 Click **Close file**.

*End*

**TIP**

**Undoing and Redoing Changes**  To go back one or more steps while editing a photo, use the left-curved Undo button above the Previous/Next navigation buttons on the Edit tab. To redo one or more steps, use the right-curved Redo button next to it. ■

## TAGGING YOUR PHOTOS

Photo Gallery helps you organize your pictures by enabling you to tag people. After you tag the same person a few times in different photos, Photo Gallery begins to "learn" their features and will automatically search your photos for possible matches. Here's how to get started with face tagging.

*Start*
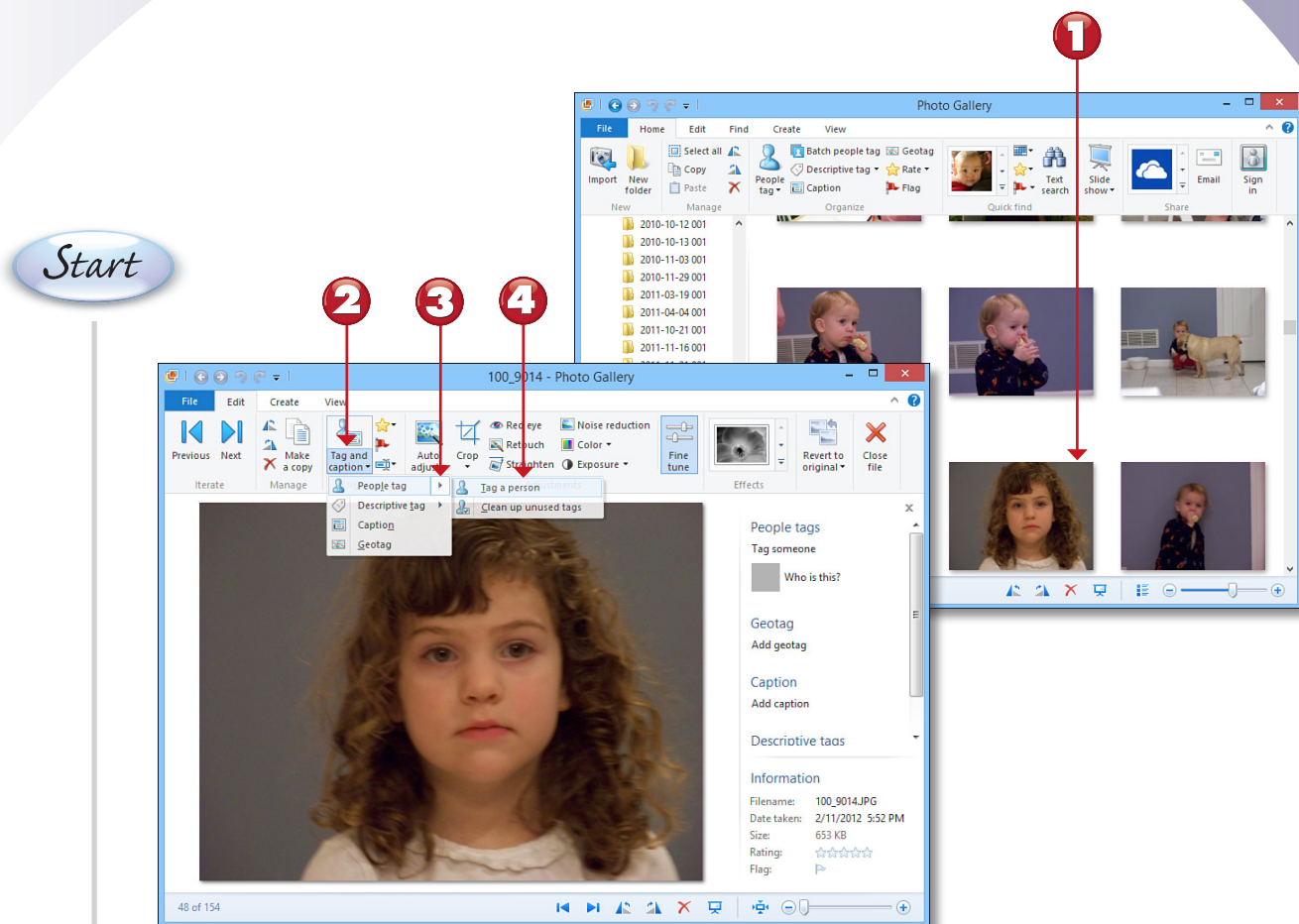


In Photo Gallery, double-click the photo.

Open the **Tag and caption** menu.

Point to **People tag**.

Click **Tag a person**.
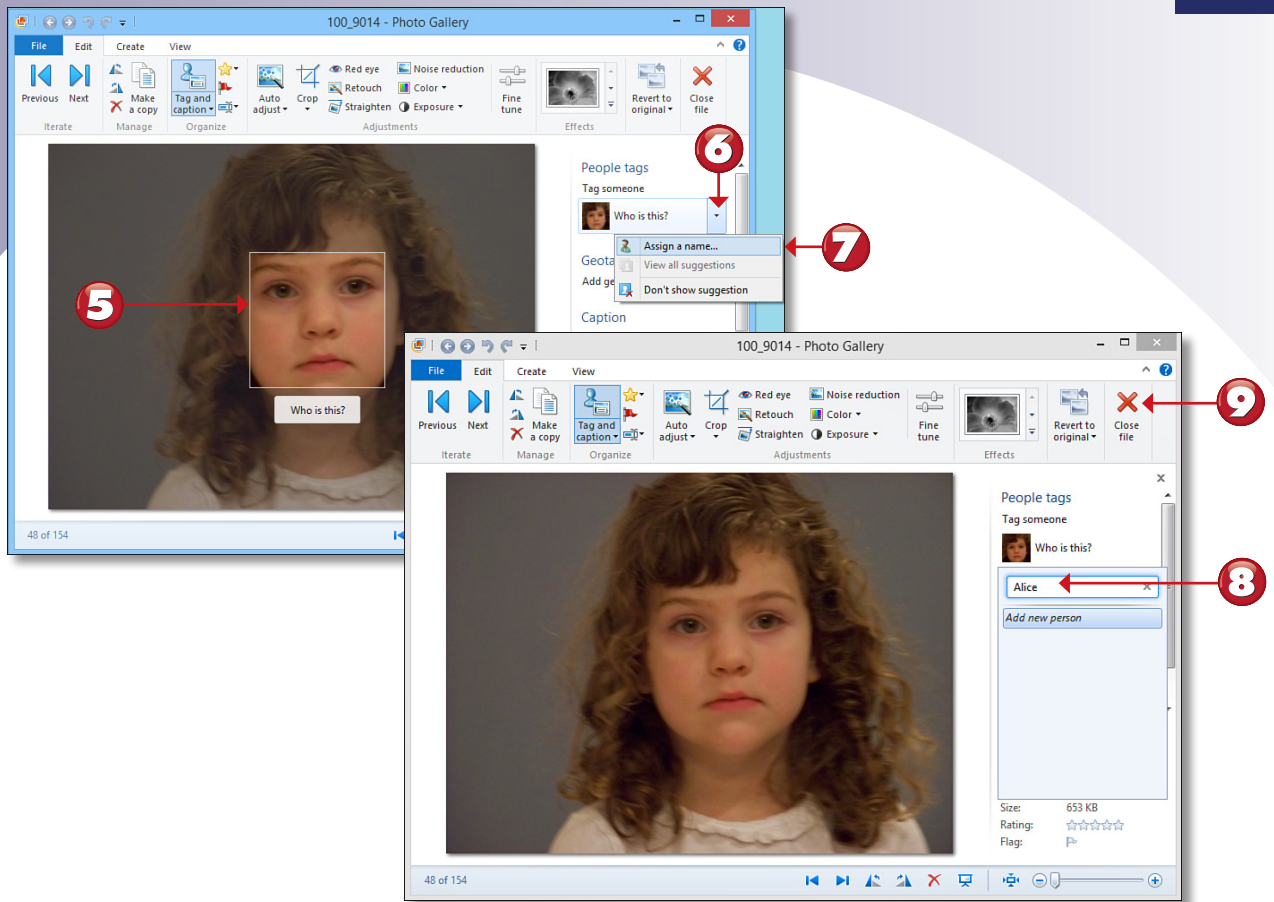
**5** Photo Gallery recognizes a face in the image.

**6** Open the **Who is this?** menu

**7** Click **Assign a name**.

**8** Enter the name.

**9** Click **Close file**.

*End*

**NOTE**

**Multiple Faces in a Photo** If there are two or more recognized faces in a photo, Photo Gallery will ask "Who is this?" for each face. If you click Assign a Name, you can select a name from the list of contacts. ■

# CREATING AN AUTO COLLAGE

Most of Photo Gallery's features are the same as in Windows Live Photo Gallery; however, Photo Gallery offers a new feature called Auto Collage. Originally developed by Microsoft as a separate program, Auto Collage combines seven or more photos into an attractive collage. Just select the photos and Photo Gallery does the rest. Here's how it works.

*Start*
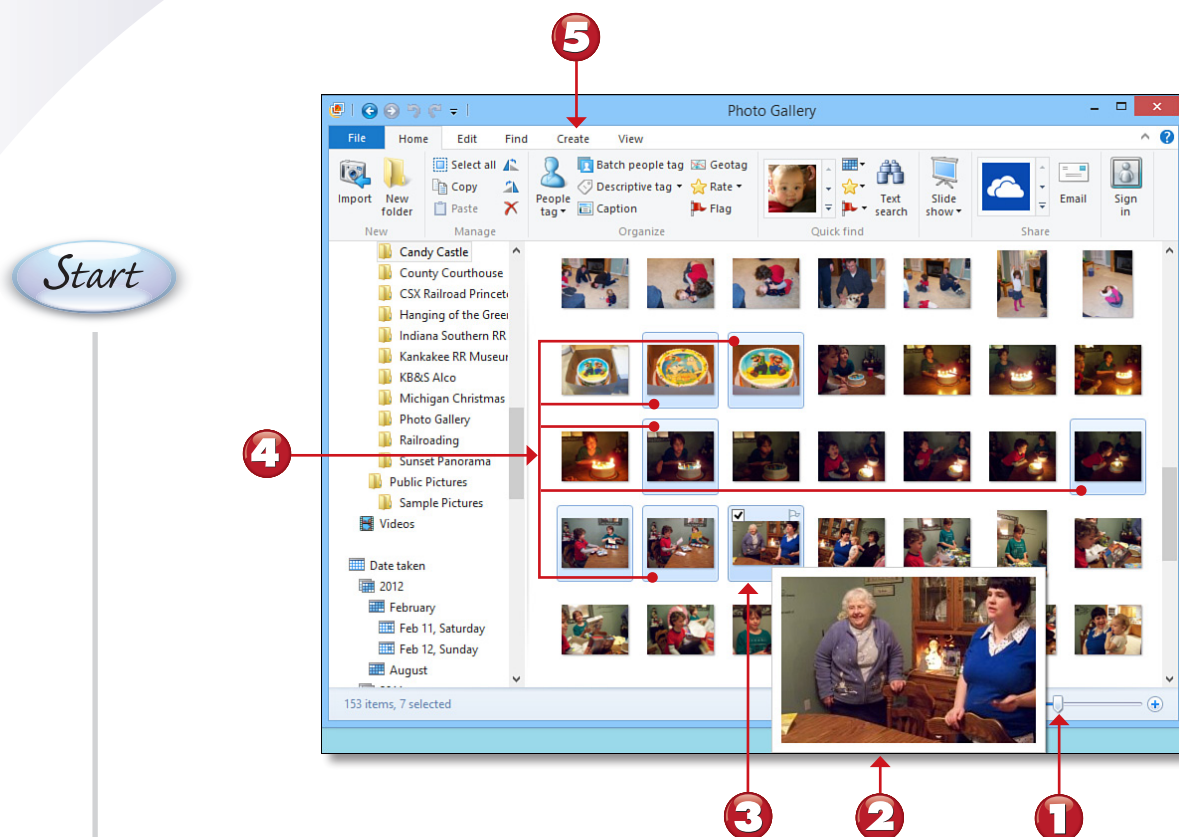


**1** In Photo Gallery, adjust the zoom setting to the left so you can see more photos.

**2** Point to a photo to see a larger version.

**3** Click the first photo.

**4** Hold down either Ctrl key on the keyboard and click at least six more photos.

**5** Click the **Create** tab.
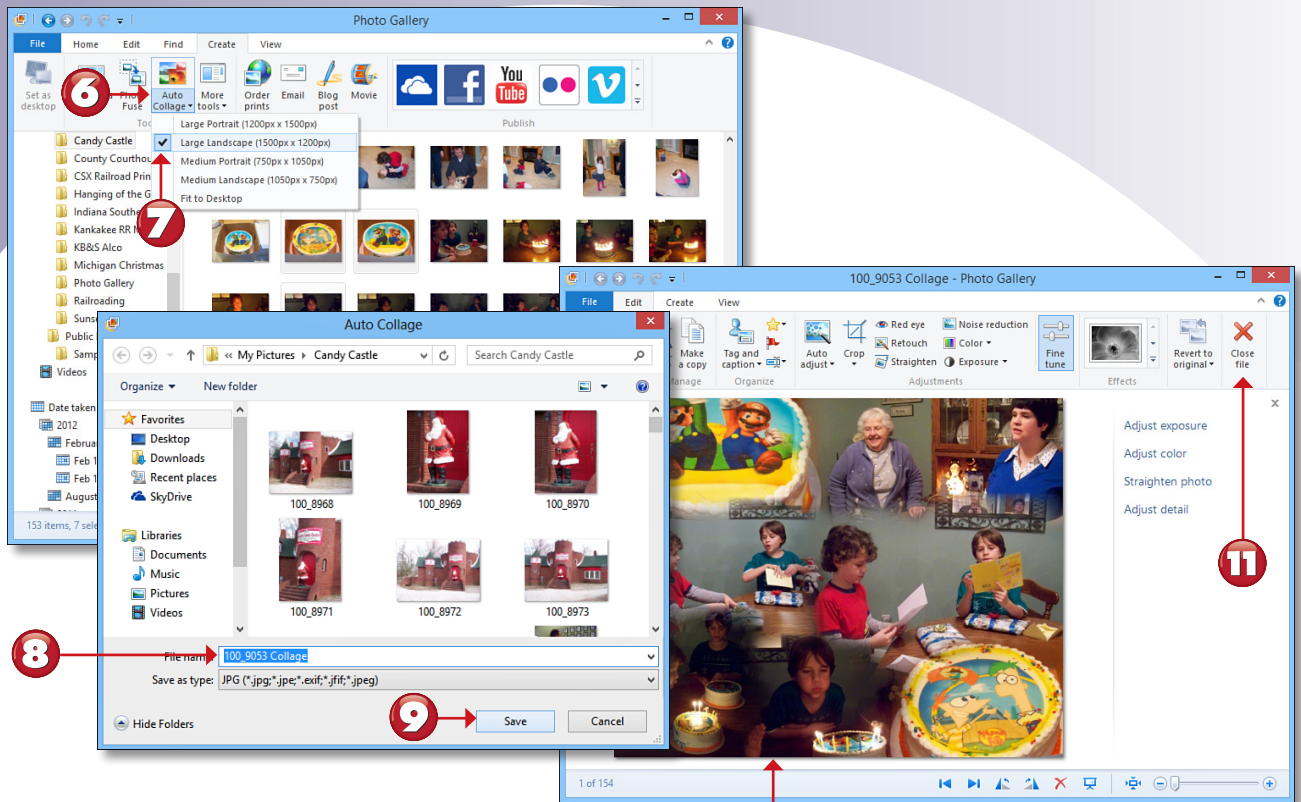
**6**    Open the **Auto Collage** menu.

**7**    Select a style.

**8**    Enter a name for the collage or use the suggested name.

**9**    Click **Save**.

**10**    Photo Gallery displays the collage file.

**11**    Click **Close file**.

*End*

**TIP**

**Which Collage Should I Choose?**   The Large versions of the collage are suitable for prints up to 8x12 inches. The Medium versions are suitable for prints up to 6x8 inches. The Fit to Desktop option creates an image you can use for your desktop wallpaper. ■

# CREATING A SLIDE SHOW

Photo Gallery can create a slide show, and you can change the slide show style while it plays. You can create a Movie Maker movie of your slide show directly from the Photo Gallery slide show player. Here's how to start your slide show.



**Start**
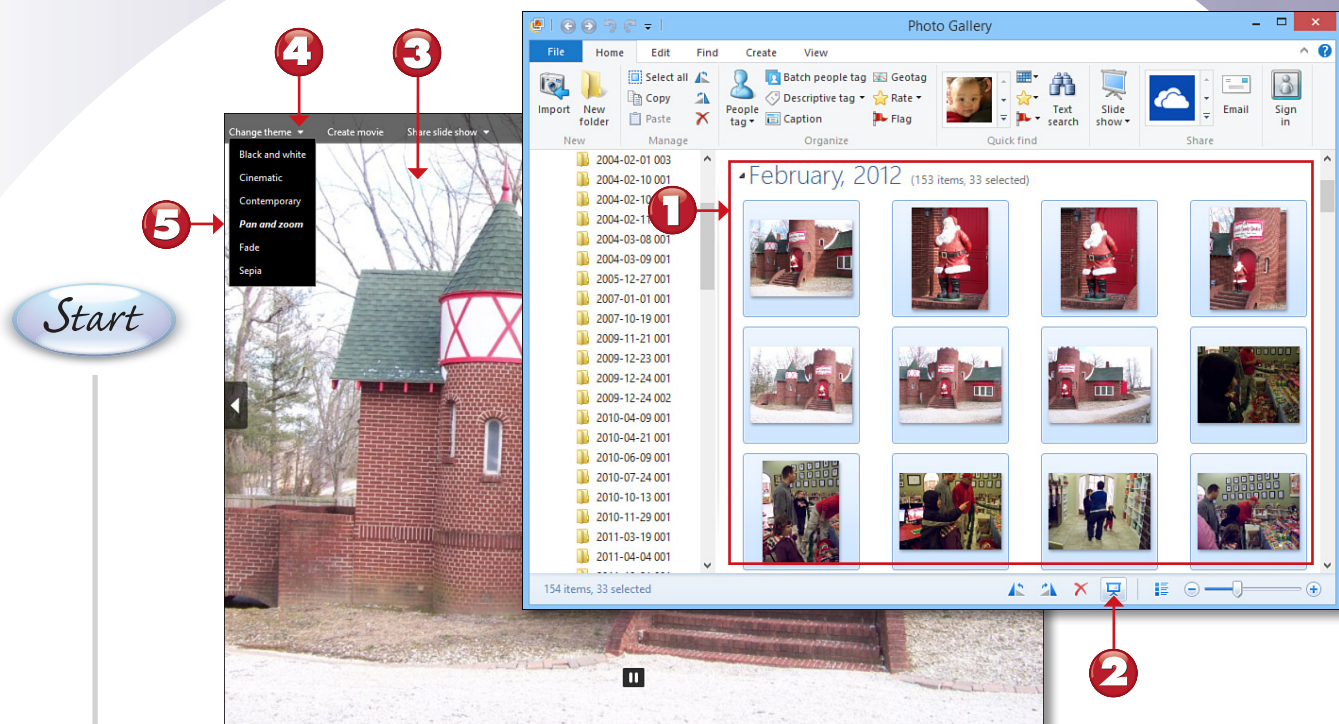
1. In Photo Gallery, select the photos you want to use in your slide show.

2. Click the **Slide show** icon.

3. Point or mouse into the window to open the controls.

4. Open the **Change theme** menu.

5. Select a theme—the default theme is **Pan and zoom**.

*Continued*

**NOTE**

**Movie Maker Theme Names**  The themes listed for your slide show in Photo Gallery correspond to the AutoMovie themes in Movie Maker. ■

Change theme ▾   Create movie   Share slide show ▾                Back to Photo Gallery

**Black and white**
Cinematic
Contemporary
Pan and zoom
Fade
Sepia

Back to Photo Gallery

**6** Select a different theme.

**7** Click to go to the previous photo.

**8** Click to go to the next photo.

**9** Click to pause playback.

**10** Click to continue playback. Press the Esc key to close the slide show.

*End*

**NOTE**

**Themes Change Instantly**  As soon as you choose a different theme, the slide show immediately switches to that theme. ■

# SAVING YOUR MOVIE MAKER PROJECT

Before you share your Movie Maker slide show or video, you should save your project file. Use the File menu to save your project.



**Start**

**End**
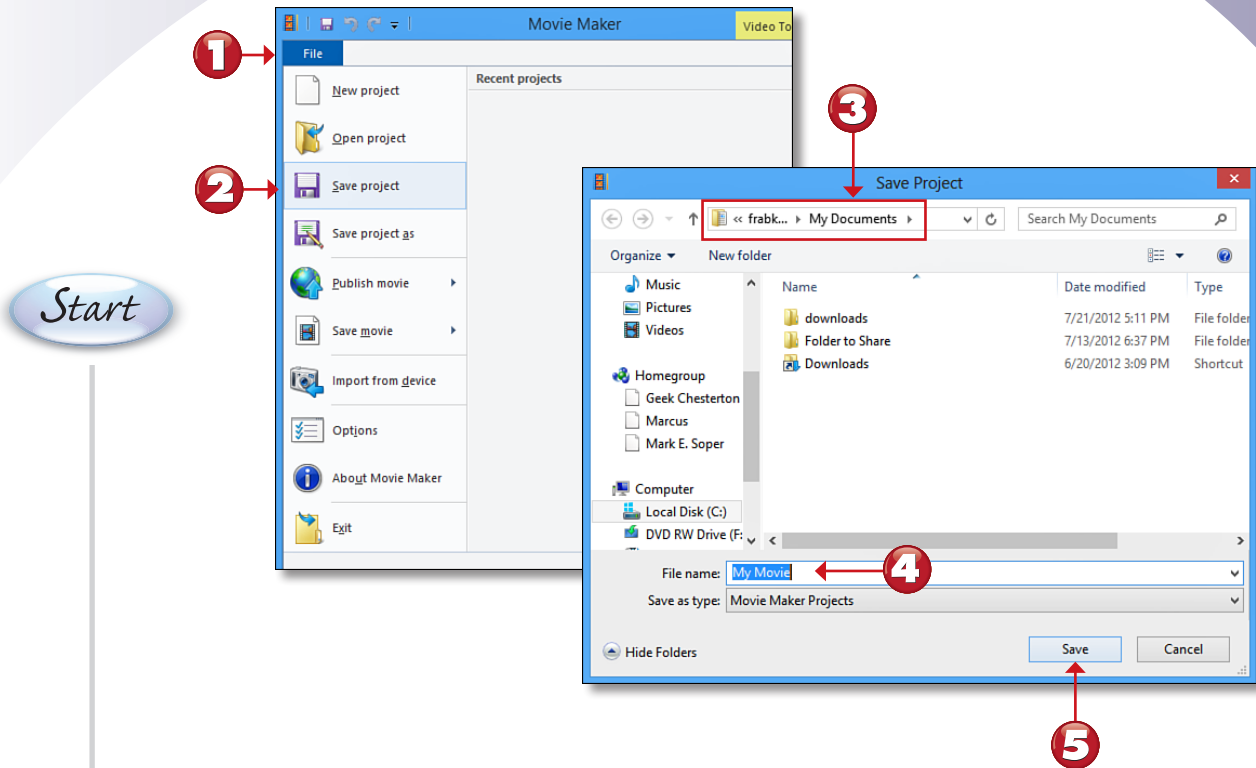
**1** In Movie Maker, click **File**.

**2** Click **Save Project**.

**3** Navigate to where you want to save the project.

**4** Enter a new name (My Movie is the default name).

**5** Click **Save**.

## TIP

**Opening Recent Projects** To reopen the project later, open the File menu. It will be listed under Recent Projects. ■

# STARTING MOVIE MAKER

If you're not creating a movie from a slide show, you must start Movie Maker from the All Apps screen.
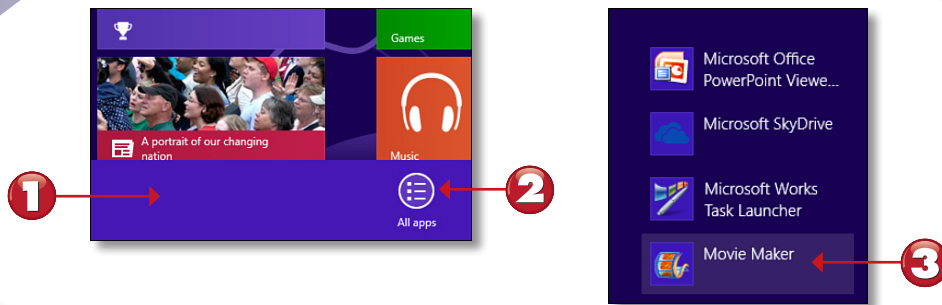
**Start**
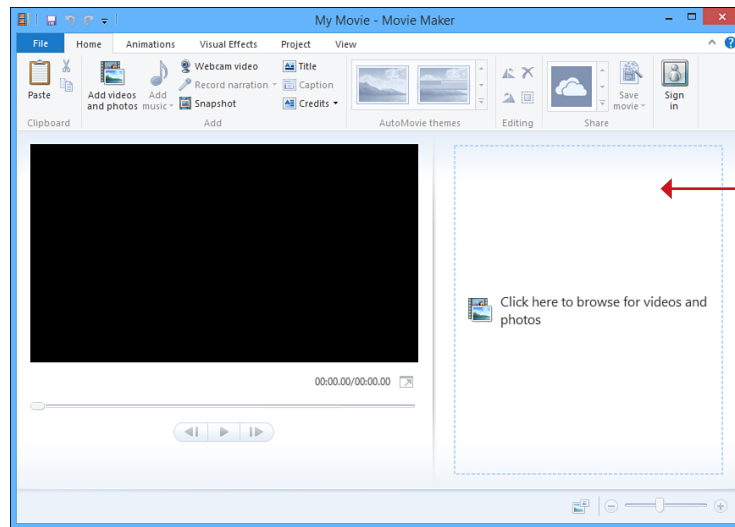
**1** Right-click the bottom of the Start screen.

**2** Click **All apps**.

**3** Click **Movie Maker**.

**4** The Movie Maker program opens to a blank workspace.

**End**

# IMPORTING VIDEOS OR PHOTOS

To create a movie from videos shot with a DV camcorder or digital camera, from photos, or from both, just import them into Movie Maker. Here's how it's done.



*Start*
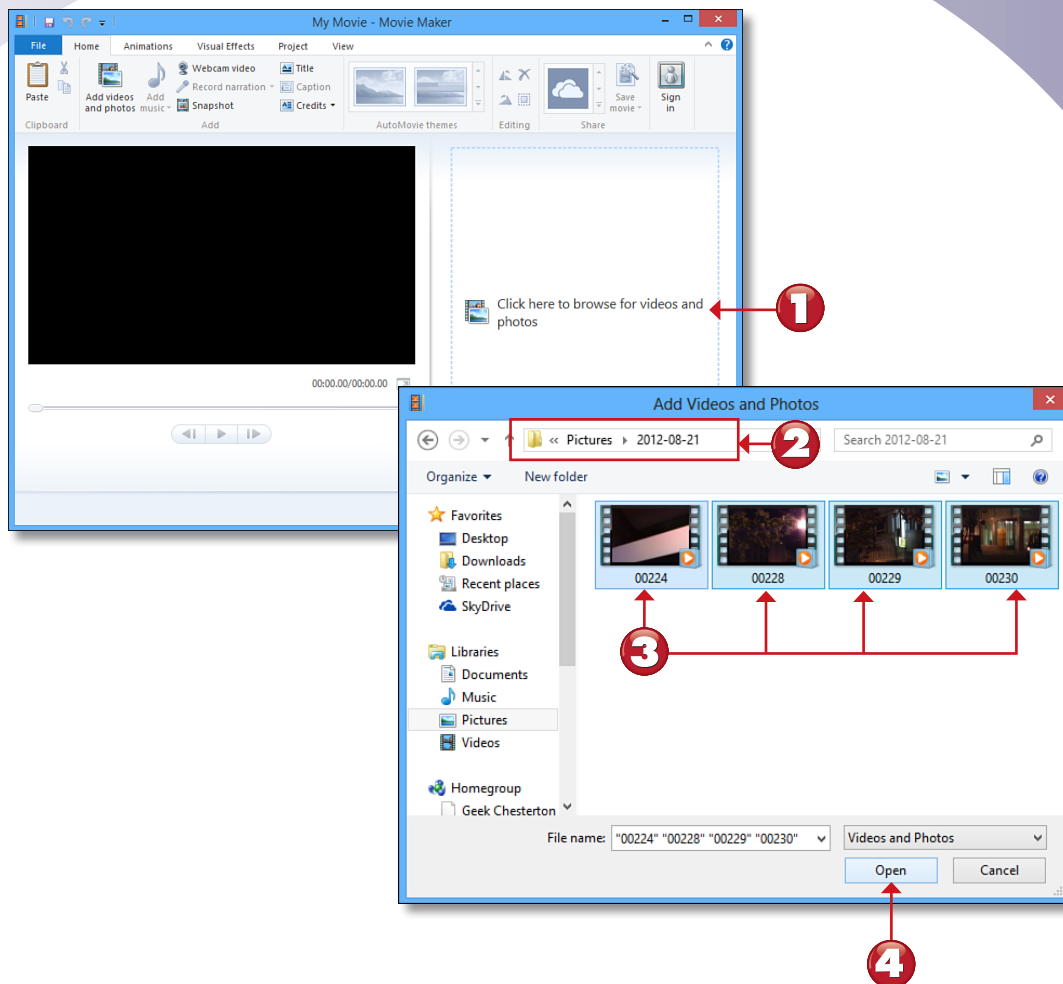
In Movie Maker, click the **Click here to browse for videos and photos** link.

Navigate to the location of your videos or photos.

Select the videos or photos.

Click **Open**.
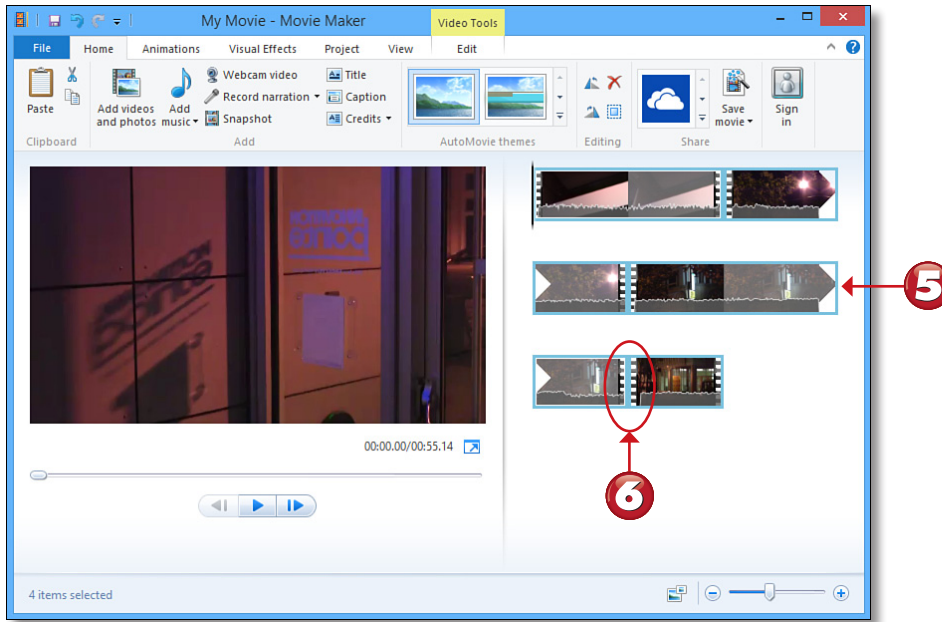
**5** Movie Maker arranges your videos or photos into a movie.

**6** Sprocket holes indicate that the item is a video clip.

*End*

**TIP**

**Importing in Photo Gallery** You can use the Import feature in Photo Gallery to import photos or videos to your hard disk. Use drag and drop to change the order of your videos or photos. ■

# SAVING YOUR MOVIE

Before you can share your movie via Facebook, YouTube, DVD, or computer, you must save it in Movie Maker. You can save your movie in a variety of formats suitable for different types of devices or websites.

*Start*
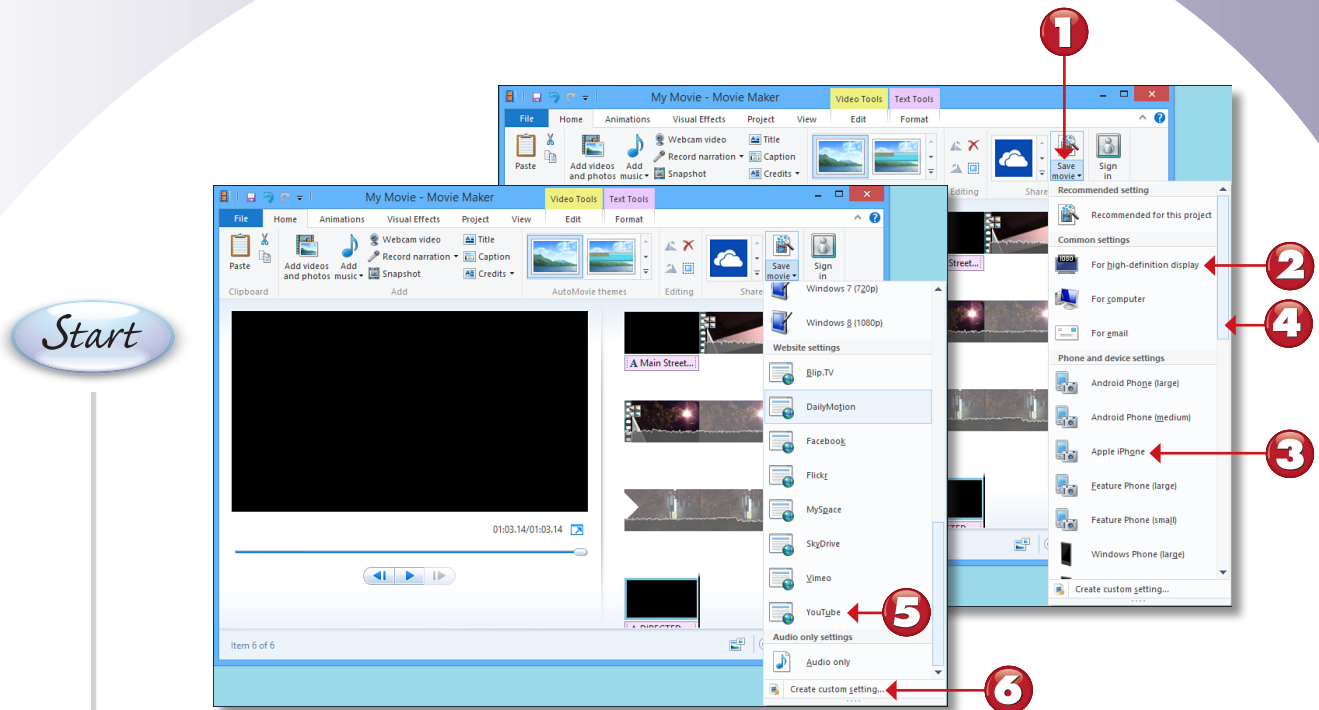
1. In Movie Maker, open the **Save movie** menu.

2. Click to save your movie for playback on an HDTV.

3. Click to save your movie for playback on an iPhone or iPod Touch.

4. Scroll to see more options.

5. Click to save your movie for playback on YouTube.

6. Click to set up custom settings.

*Continued*

## TIP

**Viewing Detailed Format Settings** In steps 2 through 4, you can point to a setting to see the screen resolution, aspect ratio (standard or widescreen), and other details. ■
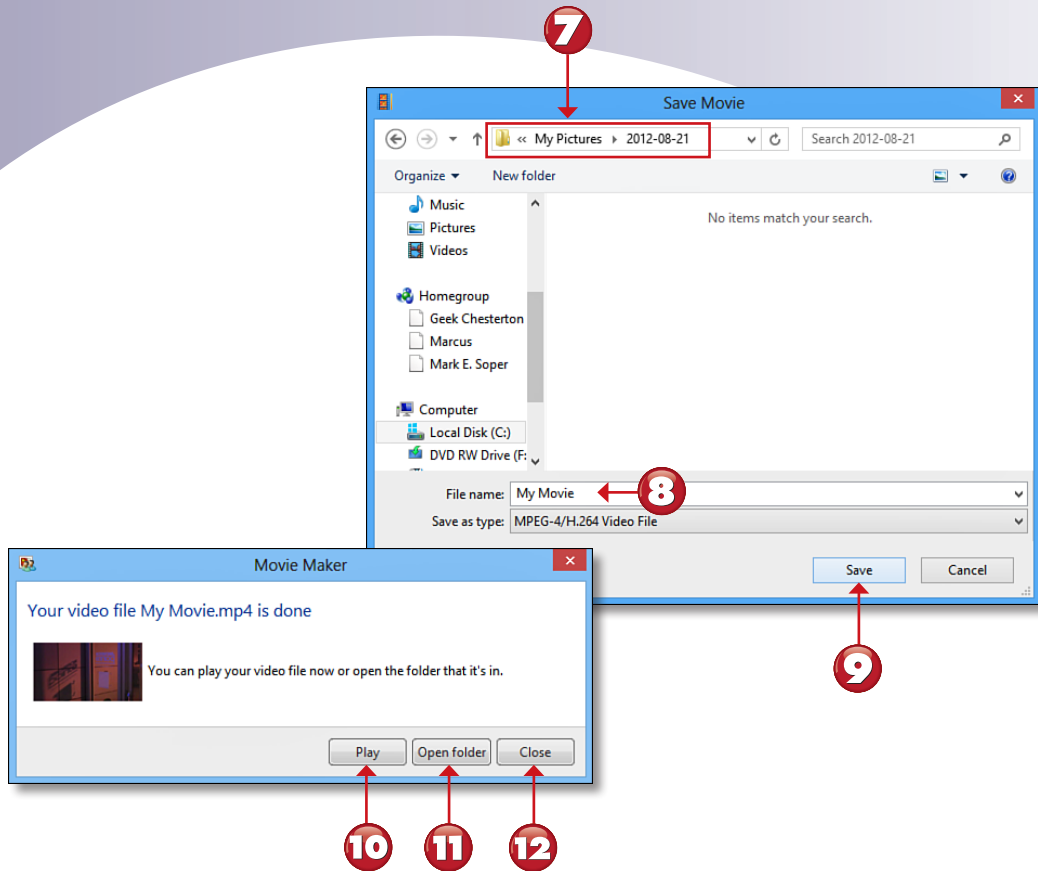
**7** Navigate to the location where you want to save the movie.

**8** Enter a new name if desired.

**9** Click **Save**.

**10** Click to play video file now.

**11** Click to open folder where movie is stored.

**12** Click **Close**.

*End*

# CHAPTER 18 ONLINE CONTENT

## VIEWING AND REMOVING DEVICES FROM THE START SCREEN

The PC Settings screen in Windows 8 displays installed devices and makes it easy to delete a device you no longer use. Here's how to use these features.
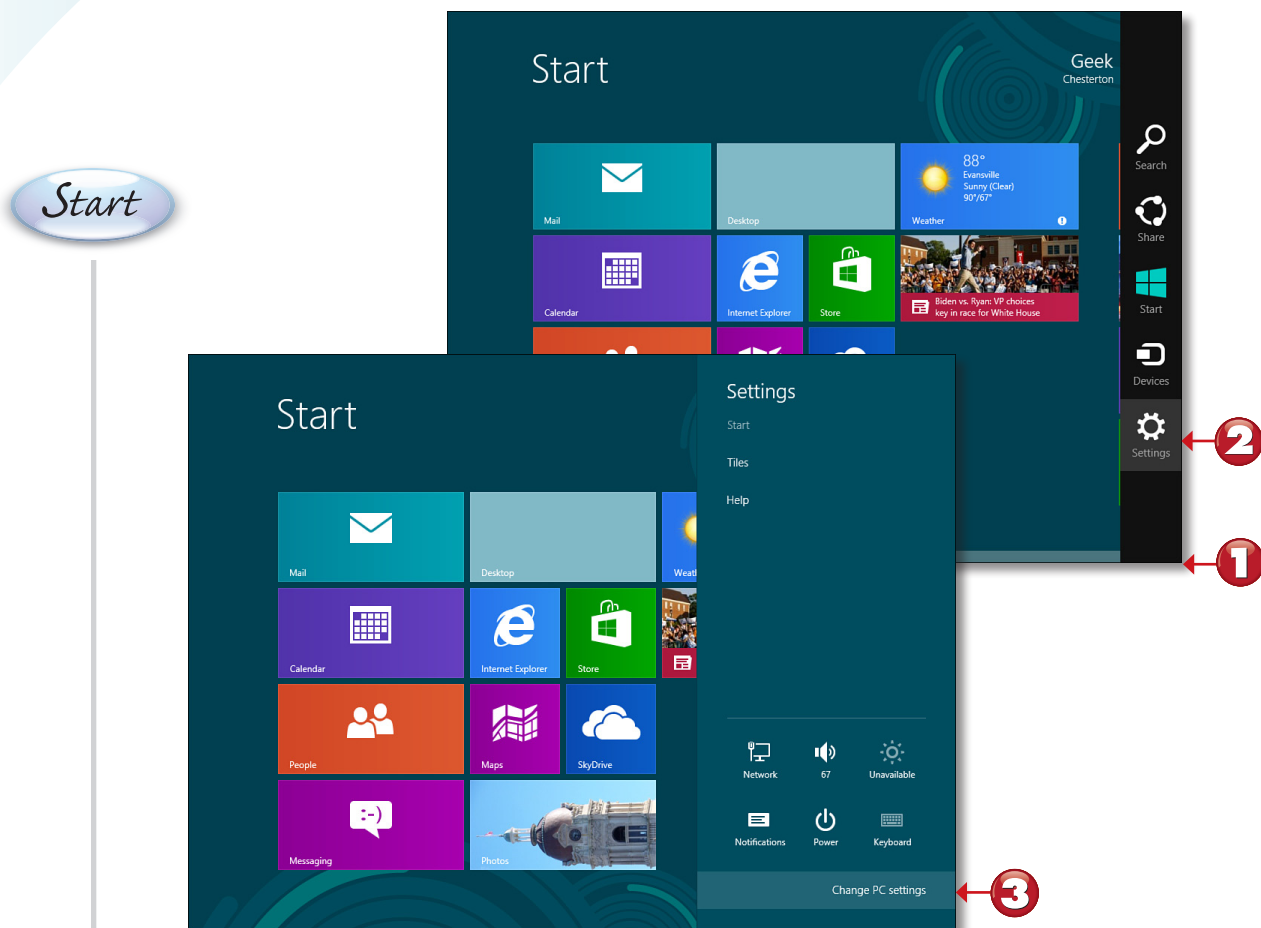
1. Hover the mouse over the upper- or lower-right corner of the Start screen.

2. Click **Settings**.

3. Click **Change PC settings**.

PC settings

Notifications
Search
Share
General
Privacy
**4** Devices
Ease of Access
Sync your setti...
HomeGroup
Windows Upda...

EPSON WorkForce 600 Series on TIGER-ATHLON
Offline

HSD HF199H

iFeel Mouse

Logitech QuickCam E3500

Logitech® Unifying Receiver

Logitech® Wireless Touch Keyboard K400

Marvell 91xx Config

**5**

Microsoft XPS Document Writer
Installed 6/2/2012

Microsoft XPS Document Writer

PC settings

Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

Devices

+ Add a device

AS2105
Connected to USB 3.0

CTT-460

DRX-830U

**6**

Are you sure you want to remove this device?

Remove

**8**

EPSON Stylus Photo R280 Series (Copy 1) on TIGER-ATHLON

**7**

EPSON WorkForce 600 Series on FRANKENPC-764
Offline

EPSON WorkForce 600 Series on TIGER-ATHLON
Offline

HSD HF199H

iFeel Mouse

Logitech QuickCam E3500

Logitech® Unifying Receiver

**4** Click **Devices**.

**5** Hover the mouse over a device to see when it was installed.

**6** Click the device you want to remove.

**7** Click the – (minus) sign.

**8** Click **Remove**.

End

# TURNING WINDOWS FEATURES ON AND OFF

Windows 8 includes a number of features that are used primarily by advanced users or in corporate environments. Use the Control Panel's Programs and Features window to enable these features or to turn off features you don't want to use.

*Start*
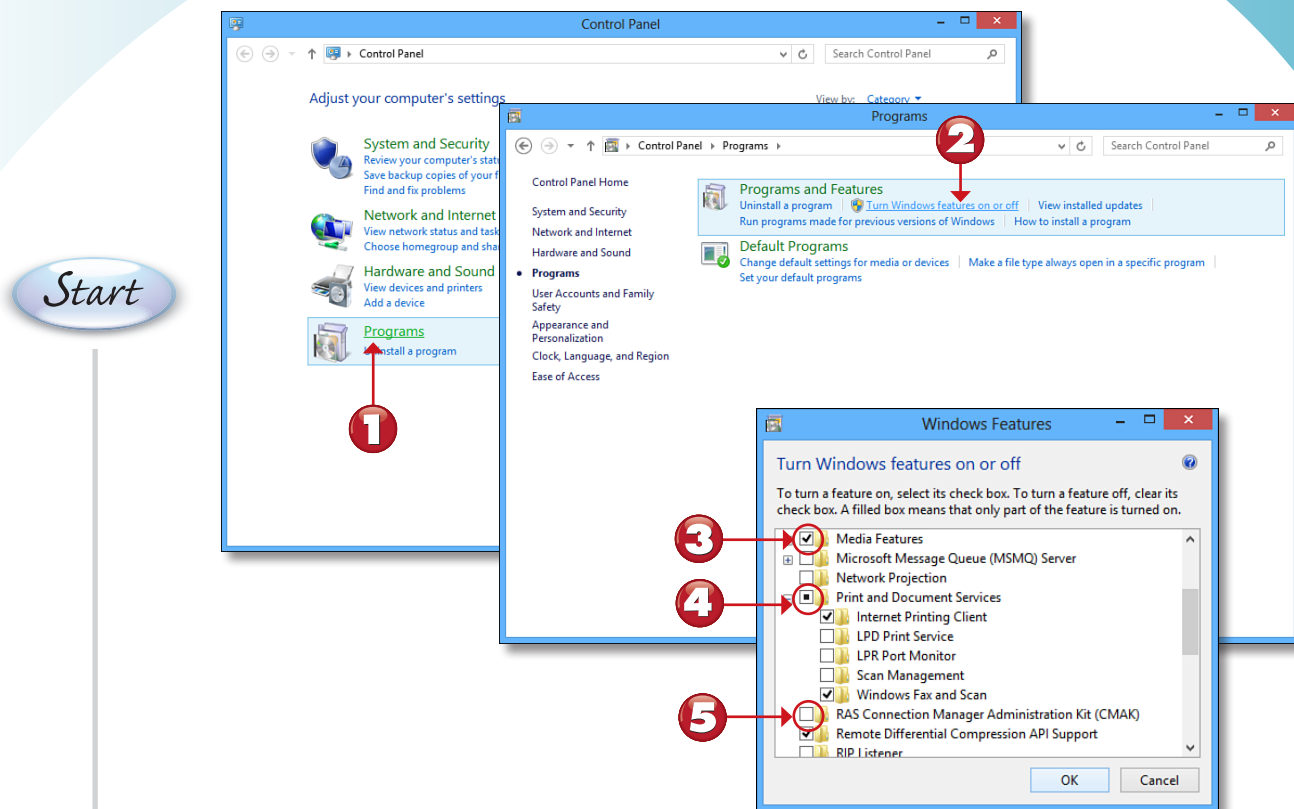
**1** From Control Panel, click **Programs**.

**2** Click **Turn Windows features on or off**.

**3** All features are selected.

**4** Some features are selected.

**5** The feature is not selected.
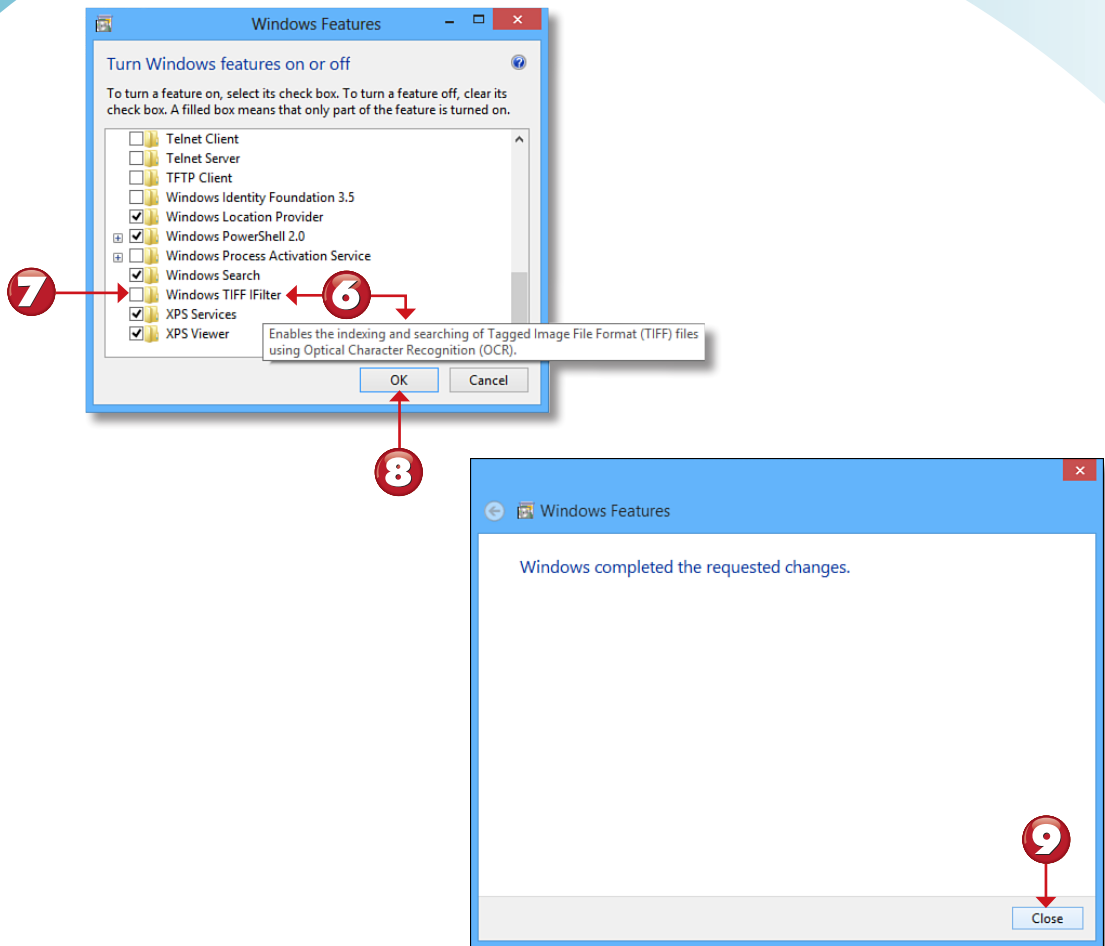
**6** Hover the mouse over a feature to learn more.

**7** Click the feature's empty checkbox to enable it.

**8** Click **OK**.

**9** Click **Close**.

*End*

# CHAPTER 19 ONLINE CONTENT

## CREATING A LOCAL ACCOUNT

Windows 8 encourages the use of a Microsoft account because Windows 8 will synchronize settings on each of your computers. However, if you want to set up a user on one computer only, you might prefer to set up a local account. Here's how.

*Start*

### PC settings

Personalize
**Users**
Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

You can switch to a lo...

**Switch to a local acc...**

More account settings

Sign-in optio...

**Change your passw...**

**Change picture password**  **Remove**

**Change PIN**  **Remove**

Any user who has a password must en...

**Change**

### Other users

① **+ Add a user**

👤 John Smith
Local Account

👤 therealguppy@gmail.com

Privacy statement

Sign up for a new email address

Sign in without a Microsoft account ◀ ②

**Next**  **Cancel**

Windows Update

### ⊖ Add a user

There are two options for signing in:

**Microsoft account**

Signing in to PCs with your email address lets you:
• Download apps from Windows Store.
• Get your online content in Microsoft apps automatically.
• Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

**Local account**

Signing in with a local account means:
• You have to create a user name and account for each PC you use.
• You'll need a Microsoft account to download apps, but you can set it up later.
• Your settings won't be synced across the PCs that you use.

③

**Microsoft account**  **Local account**  **Cancel**

① From the PC Settings' Users screen, click **Add a user**.

② Click **Sign in without a Microsoft account**.

③ Click **Local account**.

*Continued*

---

**NOTE**

**Local Accounts**  A local account works well for a user with access to just one computer because it cannot sync with account settings made on other computers. ∎

4 Enter the user name.

5 Enter and reenter the password.

6 Enter a password hint.

7 Click **Next**.

Continued

**NOTE**

**Password Errors** You cannot continue past step 5 if the password is not entered the same way in both password fields. You will be prompted to try again. ◼

Add a user

The following user will be able to sign in to this PC.

Jane Smith
Local account

☐ Is this a child's account? Turn on Family Safety to get reports of their PC use.

Finish

**⑧**

# PC settings

Personalize

**Users**

Notifications

Search

Share

General

Privacy

Devices

Ease of Access

Sync your settings

HomeGroup

Windows Update

More account settings online

## Sign-in options

Change your password

Change picture password     Remove

Change PIN     Remove

Any user who has a password must enter it when waking this PC.

Change

## Other users

➕     Add a user

👤 Jane Smith
Local Account

👤 John Smith
Local Account

**⑨**

👤 the_____@gmail.com

**⑩**

---

**⑧** Click **Finish**.

**⑨** Local accounts—the new account now appears in this list.

**⑩** A Microsoft account.

*Continued*

---

**NOTE**

**Seeing Your Own Account**  You cannot see your own account in steps 9 and 10; however, when you manage users from Control Panel, you can see your own account as well as other accounts. ■
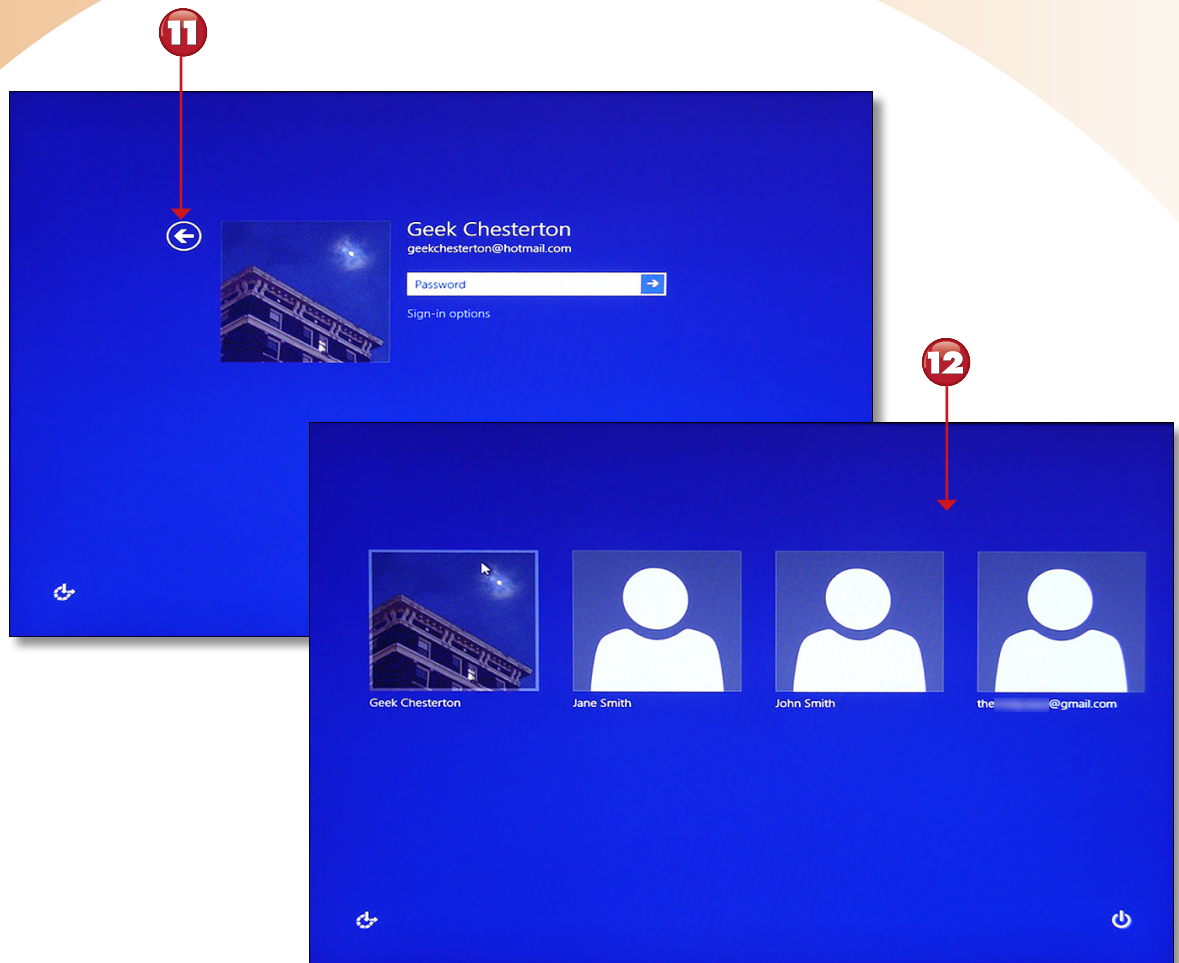
**11** To log in to a system with multiple users, click the left arrow to see other users.

**12** Select a user and continue the login process.

*End*

**NOTE**

**Which Login Account Is Displayed First?** The last account to log out of the system is the first account displayed on the login screen in step 11. ∎

# HOW FAMILY SAFETY WORKS

Depending on what a user being monitored by Family Safety does with Windows 8, it might be invisible or it might be obvious. In this tutorial, you see typical warnings for a user with Family Safety settings.

Start

① This account is monitored by Family Safety.

**Family Safety**

③ This page is blocked.

http://www.playboy.com/ [Adult content]

Ask for permission

Stuck on this page when a parent isn't home?

④ Check out some websites designed for children

⑤ **Less than 15 minutes left**

Family Safety will lock you out of the PC soon. Please finish what you're doing or ask a parent for more time.

⑥ Get more time     Close

*Start*

① Family Safety displays a reminder when the computer starts.

② The user opens a website that is on the blocked list or is blocked for content type.

③ Family Safety blocks the website and content.

④ Click to see suitable websites.

⑤ If time limits are set, the user will see a time limit reminder.

⑥ Click **Get more time**.

Ask a parent for permission
Is your parent here right now?

Geek Chesterton
geek_____@hotmail.com

Password

OK    Cancel

Give more time?
You can pause the timer temporarily if Mr Smith needs some extra time to use the PC.

Extend by:   15 minutes
30 minutes
1 hour
2 hours
4 hours
8 hours

Allow    Close
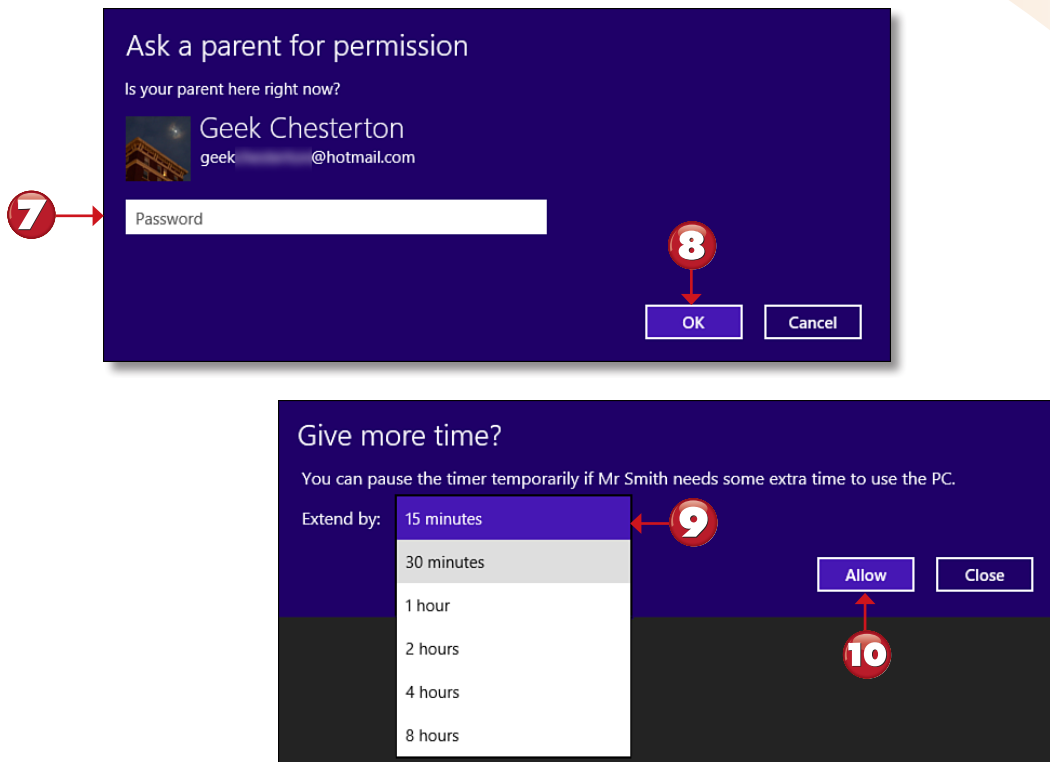
**7** The parent or administrator must enter the password.

**8** Click **OK**.

**9** Select a time extension.

**10** Click **Allow**.

End

**NOTE**

**Requesting Access to Blocked Websites or Apps**  A User Account Control (UAC) dialog box appears if the user clicks the Ask for permission link shown with steps 2–4. The administrator's password must be entered to grant permission to view the blocked website. ■

# CHAPTER 20 ONLINE CONTENT

## CHECKING FOR WINDOWS UPDATES

Windows Update is configured to check for updates daily and install important updates automatically. However, if you don't like to wait, you can check for updates and install them immediately.

**Start**

**PC settings**

Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

**1**

**Windows Update**

**3**

You're set to automatically install updates

**2** We'll install 2 important updates automatically.
They'll be installed during your PC's scheduled maintenance.
These updates were found today. We'll continue to check for newer updates daily.

Check for updates now

**PC settings**

Notifications
Search
Share
General
Privacy
Devices
Ease of Access
Sync your settings
HomeGroup
Windows Update

**Windows Update**

You're set to automatically install updates

We'll install 2 important updates automatically.
They'll be installed during your PC's scheduled maintenance.

2 important updates (4.2 MB)

**Windows 8**
Logitech - Communication Device, Streaming Media and Broadcast...
Update for Windows 8 for x64-based Systems (KB2751352)

Choose which important updates you want to install.

Install

**5**          **4**

**1** From the PC Settings screen, click **Windows Update**.

**2** If an update is available, the **We'll install...** link is displayed.

**3** Click the link to learn more about the update(s).

**4** To install all updates right away, click **Install**.

**5** Click **Choose which important updates you want to install** if you want to select from available updates, including optional updates.

**Continued**

**NOTE**

**Updates or Not, Windows Update Keeps You Informed**  If there are no important updates, you will see the message, "No important updates are scheduled to be installed" in step 2. Click Check for Updates Now to see whether there were updates since the last check. ◼

**Windows Update**

You're set to automatically install updates
2 important updates are available ⑥

Most recent check for updates:  Today at 4:52 PM
Updates were installed:
You receive updates:

**Select updates to install**

← → ↑ ≪ System and Security ▸ Windows Update ▸ Select updates to install        Search Control Panel

Select the updates you want to install  ⑧

| ☑ Name | Size |
|---|---|
| **Windows 8 (2)** | |
| ☑ Logitech - Communication Device, Streaming Media and Broadcast - ... | 4.2 MB |
| ☑ Update for Windows 8 for x64-based Systems (KB2751352) | 4.2 MB |

Important (2)  ⑦

**Logitech - Communication Device, Streaming Media and Broadcast - Logitech QuickCam E3500**

Logitech Communication Device, Streaming Media and Broadcast software update released in October, 2009

**Published:** 4/8/2012

You may need to restart your PC after installing this update.

Update is ready to install

More information  ⑨
Support information

⑩

Total selected: 2 important updates (8.4 MB)    Install    Cancel

**Windows Update**

⚠ Restart your PC to finish installing updates  ⑪
Your PC will automatically restart in 2 days if you don't restart now.
Restart now

Most recent check for updates:  Today at 4:56 PM
Updates were installed:       Today at 4:52 PM
You receive updates:          For Windows and other products from Microsoft Update

⑥ Click the **x important updates are available** link.

⑦ Clear checkboxes from any updates you don't want to install.

⑧ Highlight an update to learn more.

⑨ Click the links for more information.

⑩ Click **Install** to install all selected updates.

⑪ Click **Restart now** if prompted.

*End*

**TIP**

**Installing Optional Updates**  On the Select Updates to Install dialog box shown in step 7, an Optional tab appears above the Important tab if there are any optional updates (software, drivers, Windows). Click that tab to see details or to change what is updated. ■

# CREATING A SYSTEM IMAGE WITH WINDOWS FILE RECOVERY

Windows File History does a great job of protecting the files you create. If you want to protect your system configuration, you must use another feature—Windows 7 File Recovery. Despite its name, it is a part of Windows 8. In this tutorial, you learn how to create a system image using Windows 7 File Recovery.



**Start**
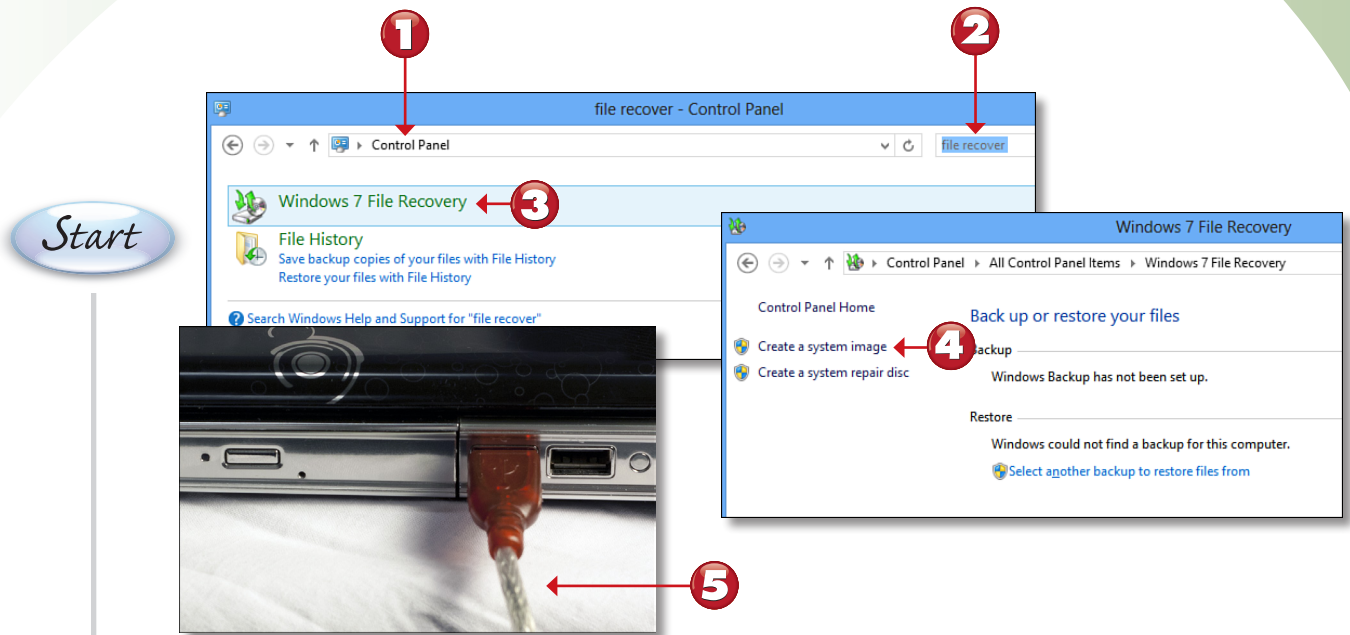
1. Open **Control Panel**.

2. Click in the Search box, and type **file recover**.

3. Click **Windows 7 File Recovery.**

4. Click **Create a system image**.

5. Connect an external drive.

**Continued**

## NOTE

**What's a System Image?** A system image is a special type of backup that retains everything you need to start your system, as well as the programs installed on your system. A system image includes both Windows Store and other types of programs you have installed on your system. If you use a lot of downloaded programs or programs installed from a CD or DVD, you should create a system image and refresh it periodically. ■

**Create a system image**

Where do you want to save the backup?

A system image is a copy of the drives required for Windows to run. It can also include additional drives. A system image can be used to restore your computer if your hard drive or computer ever stops working; however, you can't choose individual items to restore.

○ On a hard disk

| Maxtor OneTouch USB Device (D:) 86.26 GB free |
|---|
| Maxtor OneTouch USB Device (D:) 86.26 GB free |
| Local Disk (E:) 245.72 GB free |

**6**

**Create a system image**

Which drives do you want to include in the backup?

The drives that are required for Windows to run will be included by default. You cannot include the drive that you are saving the backup to.

Your backups are being saved on Maxtor OneTouch USB Device (D:).

| Drive | Total size | Used space |
|---|---|---|
| ☑ System Reserved (System) | 100.00 MB | 16.56 MB |
| ☐ (E:) | 297.97 GB | 52.23 GB |
| ☑ (C:) (System) | 931.42 GB | 24.62 GB |

Space required to save a backup of the selected drives: 24.64 GB
Space available on Maxtor OneTouch USB Device (D:): 114.06 GB

**8**  **9**

Next   Cancel

**7**

Next   Canc

**Create a system image**

Confirm your backup settings

Backup location:

Maxtor OneTouch USB Device (D:)

The backup could take up to 25 GB of disk space.

The following drives will be backed up:

System Reserved (System)

(C:) (System)

**10**

**11**

Start backup   Cancel

**6** Select the drive you connected in step 5.

**7** Click **Next**.

**8** Select any additional drives you want to add to the image. Do not select a drive you use for File History (E: drive, in this example).

**9** Click **Next**.

**10** Review the backup settings.

**11** Click **Start backup**.

*Continued*

## NOTE

**File History and File Recovery Drive Requirements** Both File History and File Recovery are designed to perform scheduled backups. For this reason, each program must use its own external drive. The external drive must use the NTFS file system. Some older drives use FAT32, which does not support scheduled backups.

You can convert a drive that uses FAT32 to NTFS with the command-line Convert.exe utility. See Windows 8 Help and Support to learn more. View the drive's Properties dialog box to see the file system it uses. ■
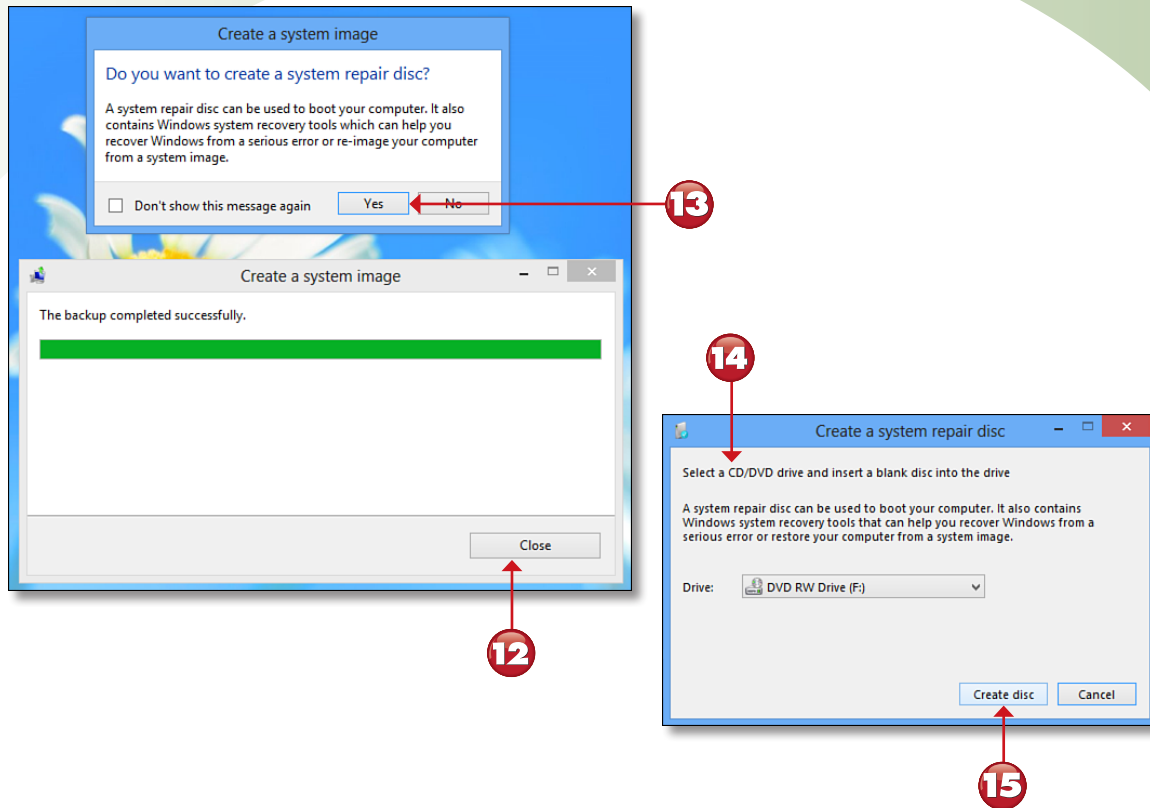
**12** When the backup is completed, click **Close**.

**13** Click **Yes**.

**14** Insert a blank CD or DVD into the drive.

**15** Click **Create disc**.

**NOTE**

**Restoring Your Image in Case of Disaster**  To restore a Windows system image, boot from the recovery disc you created and follow the procedures discussed in "Restoring a System Image." ■
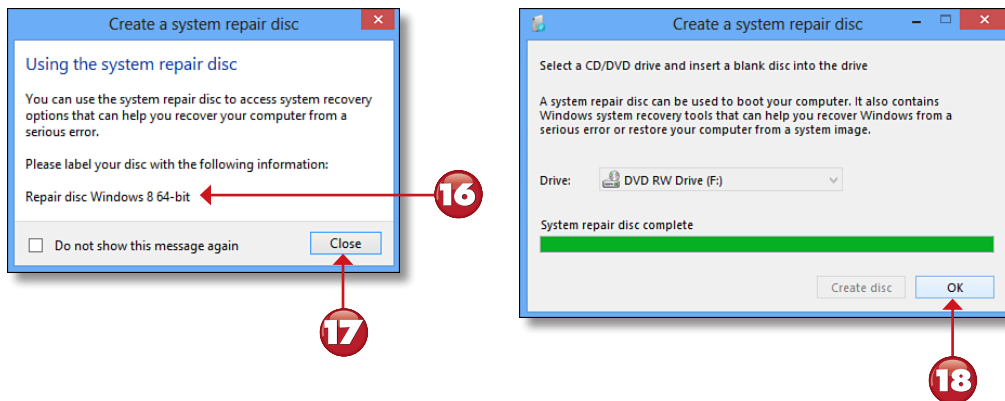
**16** Label the system repair disc, as recommended here.

**17** Click **Close**.

**18** Click **OK**. Put the disc in a safe place.

*End*

**TIP**

**How Often Should You Update a System Image?** If you frequently add new programs to your system or remove old programs from your system, run the system image program every week or two. If you make changes infrequently, run it monthly. ■

# RESTORING A SYSTEM IMAGE

If you suffer a hard disk failure, restoring a system image to a new hard disk will get you back into action. Here's how to restore a system image created with Windows 7 File Recovery.
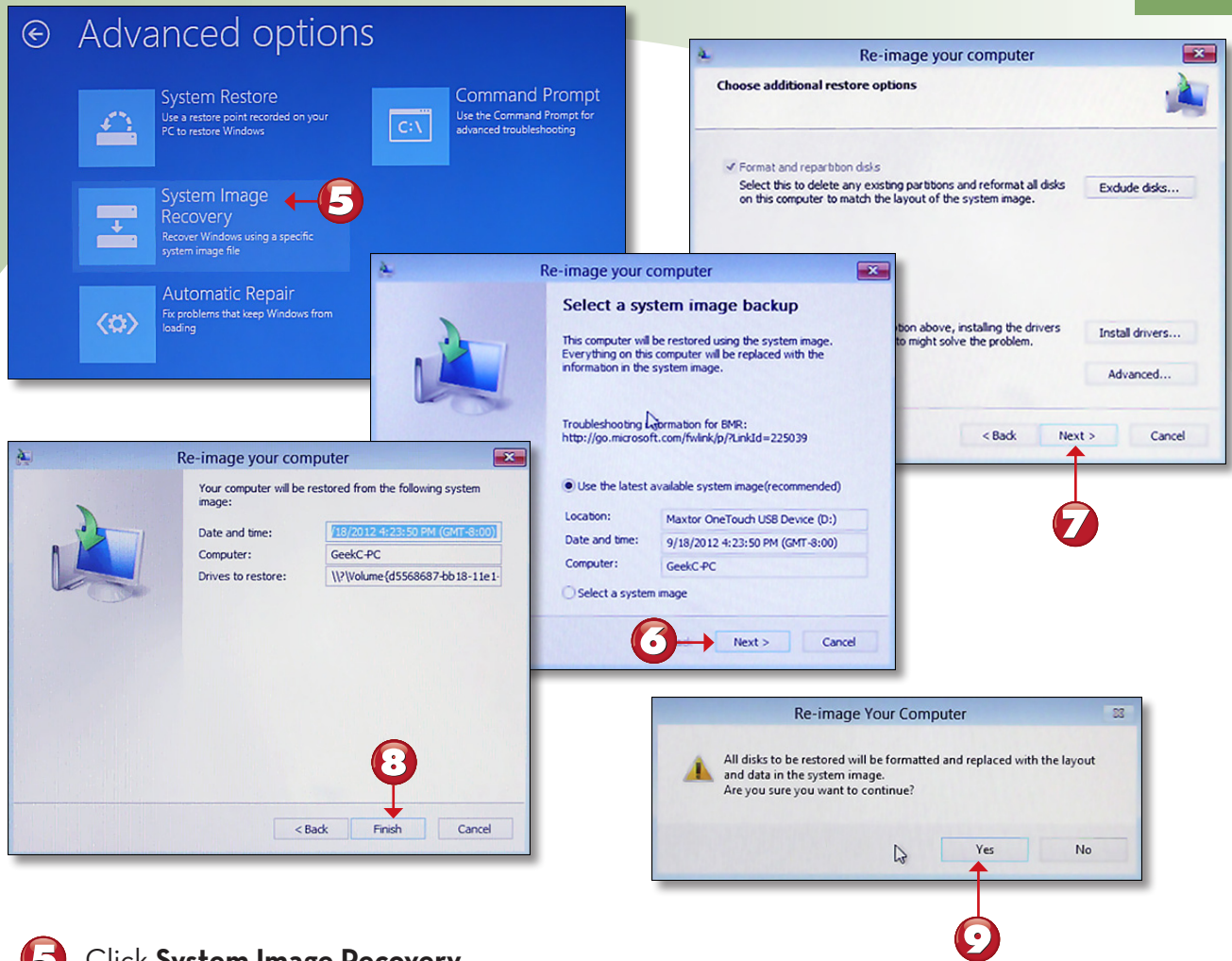
**2**

## Choose your keyboard layout

- US
- Albanian
- Armenian Phonetic
- Armenian Typewriter

**1**

*Start*

## Choose an option

**3**

**Troubleshoot**
Refresh or reset your PC, or use advanced tools

**Turn off your PC**

## ← Troubleshoot

**Refresh your PC**
If your PC isn't running well, you can refresh it without losing your files

**Reset your PC**
If you want to remove all of your files, you can reset your PC completely

**4**

**Advanced options**

**1** Connect your external drive. Insert your Windows 8 DVD or your recovery DVD, and then start your computer.

**2** Select your keyboard layout.

**3** Click **Troubleshoot**.

**4** Click **Advanced options**.

## CAUTION

**Back Up First, Then Run Image Recovery**  Windows System Image Recovery wipes out any contents on the hard disk. If you are reusing your existing hard disk, be sure you have backed up all information on the drive before starting the image recovery process. If you need to use a data recovery service to recover data from your old drive, install a new hard disk that is the same size or larger than your current drive. ■

### Advanced options

**System Restore**
Use a restore point recorded on your PC to restore Windows

**Command Prompt**
Use the Command Prompt for advanced troubleshooting

**System Image Recovery**
Recover Windows using a specific system image file ← **5**

**Automatic Repair**
Fix problems that keep Windows from loading

---

**Re-image your computer**

Choose additional restore options

☑ Format and repartition disks
Select this to delete any existing partitions and reformat all disks on this computer to match the layout of the system image.     [Exclude disks...]

...tion above, installing the drivers ...to might solve the problem.     [Install drivers...]

[Advanced...]

[< Back] [Next >] [Cancel]     **7**

---

**Re-image your computer**

Select a system image backup

This computer will be restored using the system image. Everything on this computer will be replaced with the information in the system image.

Troubleshooting Information for BMR:
http://go.microsoft.com/fwlink/p/?LinkId=225039

◉ Use the latest available system image(recommended)

Location:     Maxtor OneTouch USB Device (D:)
Date and time:     9/18/2012 4:23:50 PM (GMT-8:00)
Computer:     GeekC-PC

◯ Select a system image

**6** → [Next >]  [Cancel]

---

**Re-image your computer**

Your computer will be restored from the following system image:

Date and time:     /18/2012 4:23:50 PM (GMT-8:00)
Computer:     GeekC-PC
Drives to restore:     \\?\Volume{d5568687-bb18-11e1-

**8**
[< Back] [Finish] [Cancel]

---

**Re-image Your Computer**

⚠ All disks to be restored will be formatted and replaced with the layout and data in the system image.
Are you sure you want to continue?

[Yes] [No]

**9**

---

**5** Click **System Image Recovery**.

**6** Click **Next**.

**7** Click **Next**.

**8** Click **Finish**.

**9** Click **Yes**. Your system restarts after the image recovery is finished.

*End*

### TIP

**Finishing the Recovery Process**  After you complete these steps, your system recovers to the condition it was in when the restored image was created or updated. To restore any files that were created or changed since the image was created, use File History. ■

# CREATING A RESTORE POINT

If Windows 8 has a problem after you install new hardware or new software, you can use the System Restore feature to reset Windows to a point before the troublesome installation. Although Windows creates restore points periodically, you might prefer to create a restore point yourself before you install new hardware or software. Here's how.
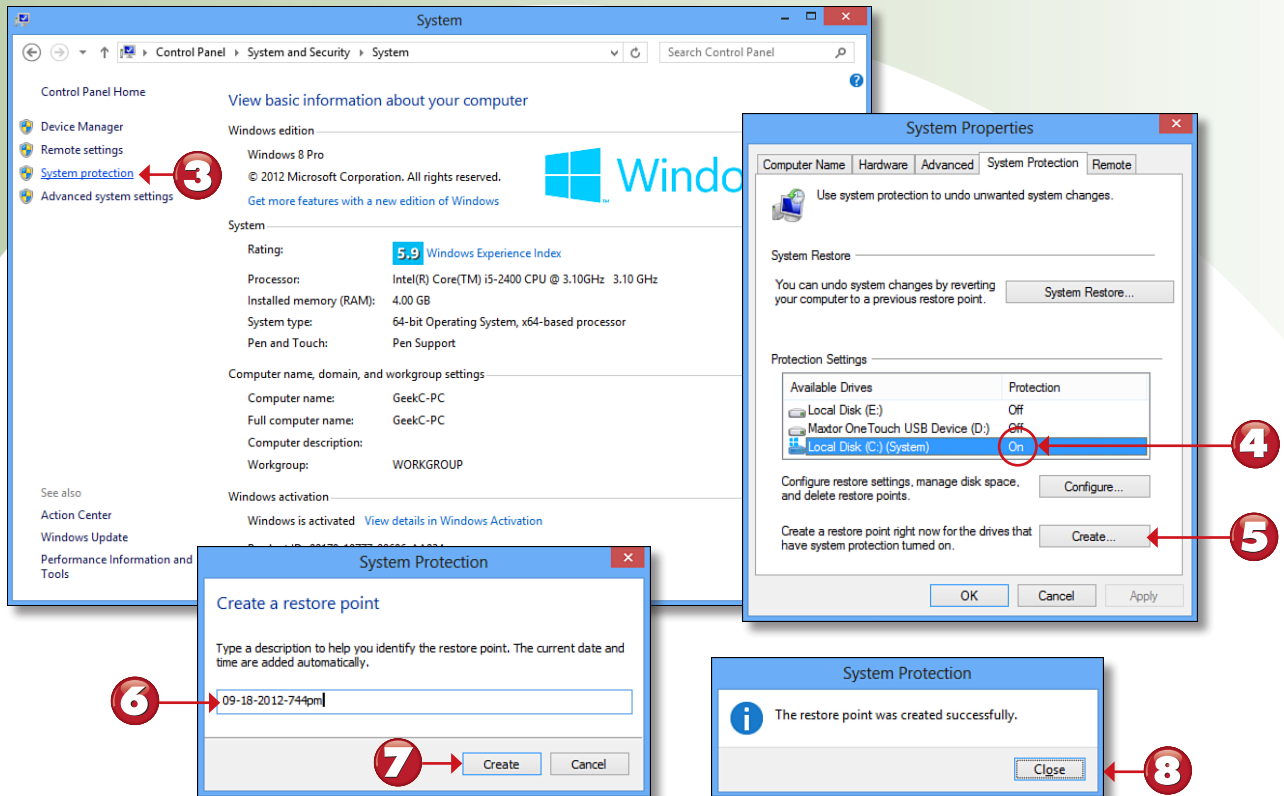
*Start*
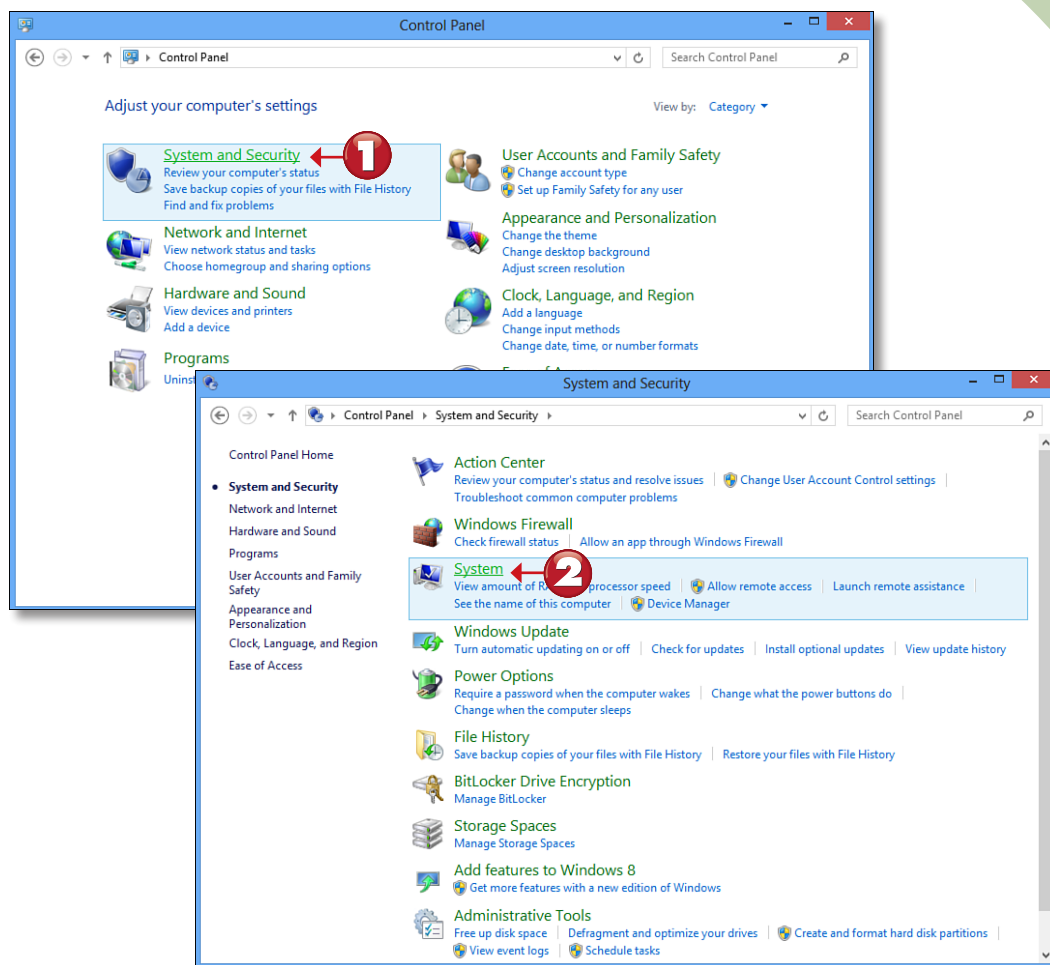
1 From Control Panel, click **System and Security**.

2 Click **System**.

*Continued*

**3** Click **System protection**.

**4** Verify that System Protection is enabled for your system drive.

**5** Click **Create**.

**6** System Restore creates a filename for you—edit or replace the name, as necessary.

**7** Click **Create**.

**8** Click **Close**.

*End*

**TIP**

**Restoring Your System to an Earlier Time**  To reset your system to an earlier restore point, you can also use the System Restore button shown with steps 4 and 5. ∎

# CHAPTER 21 ONLINE CONTENT

## CUSTOMIZING A POWER PLAN

If none of the standard power plans included in Windows 8 provide the level of control you want, you can change the plan settings. In this lesson, you learn how to make changes to a power plan on laptop and desktop computers.

**Start**
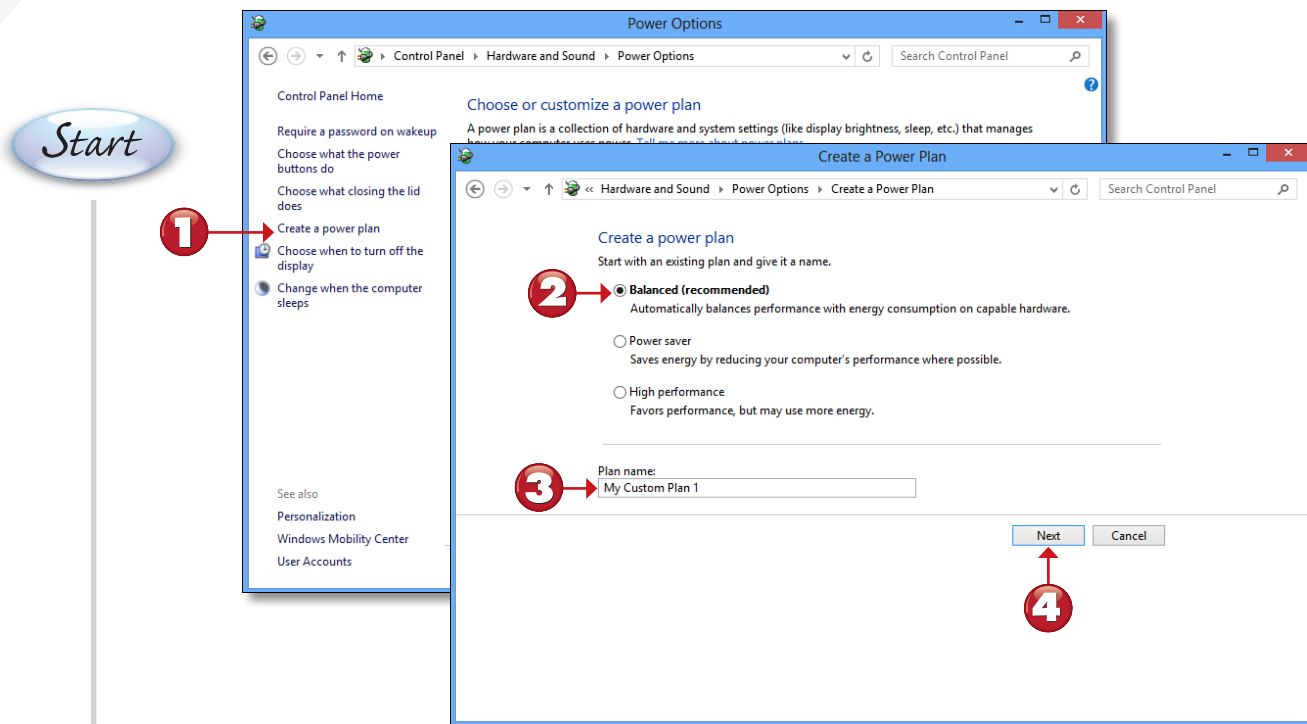
1. From the Power Options window in Control Panel, click **Create a power plan**.

2. Choose one of the existing plans.

3. Windows suggests a name, or you can enter your own name for the new plan.

4. Click **Next**.

*Continued*

**Laptop Computer**

**Desktop Computer**
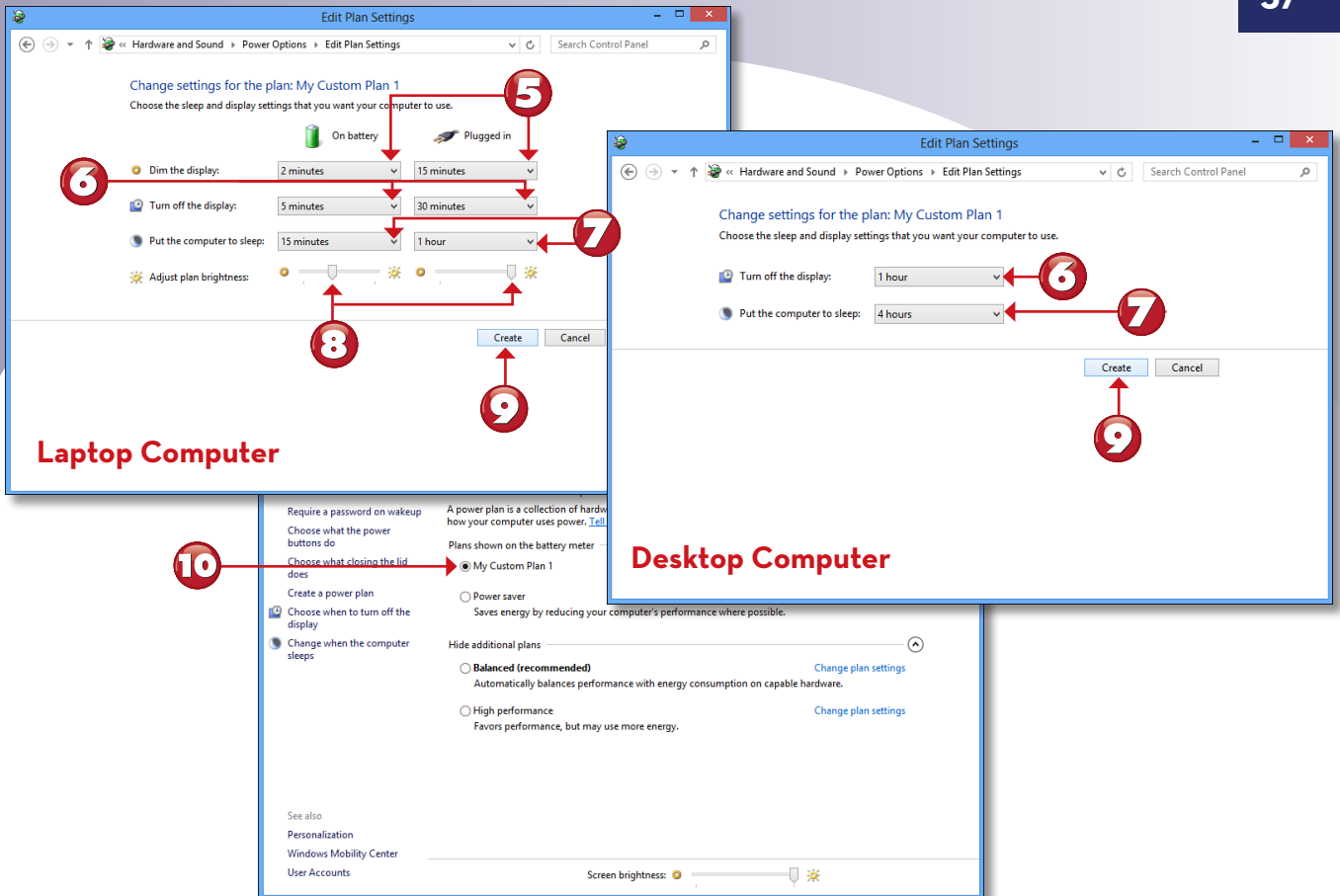
**5**    Change the time delay for **Dim the display** (laptops only).

**6**    Select the time delay for **Turn off the display** settings.

**7**    Select the time delay for **Put the computer to sleep**.

**8**    Adjust the display brightness (laptops only).

**9**    Click **Create** to create the plan.

**10**   The new power plan is now your default plan. You can select a different plan at any time.

*End*

**TIP**

**Additional Power Plan Settings**   You can make additional changes to power plan settings—such as choosing what the power button does—from the left pane of the Power Options window. ■

# CLEANING UP UNNECESSARY FILES

No matter how large your hard disk, sooner or later you might need more space. You can use the Disk Cleanup feature in a drive's Properties dialog box to free up some space and delay the need to upgrade to a bigger hard disk. Here's how to use this feature.



**Start**
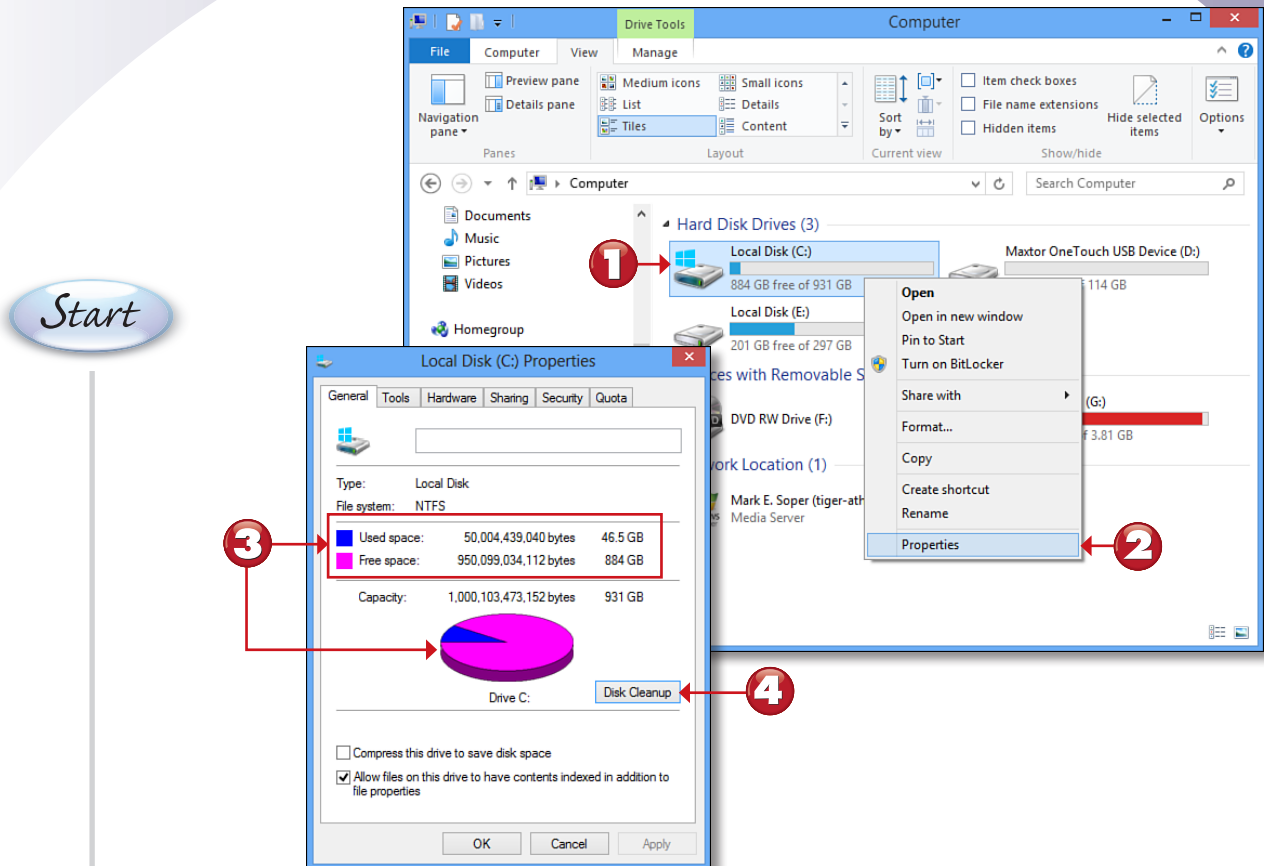
**1** In the Computer window, right-click the drive.

**2** Select **Properties**.

**3** Notice the amounts of used and free space before disk cleanup.

**4** Click **Disk Cleanup**.

**Continued**
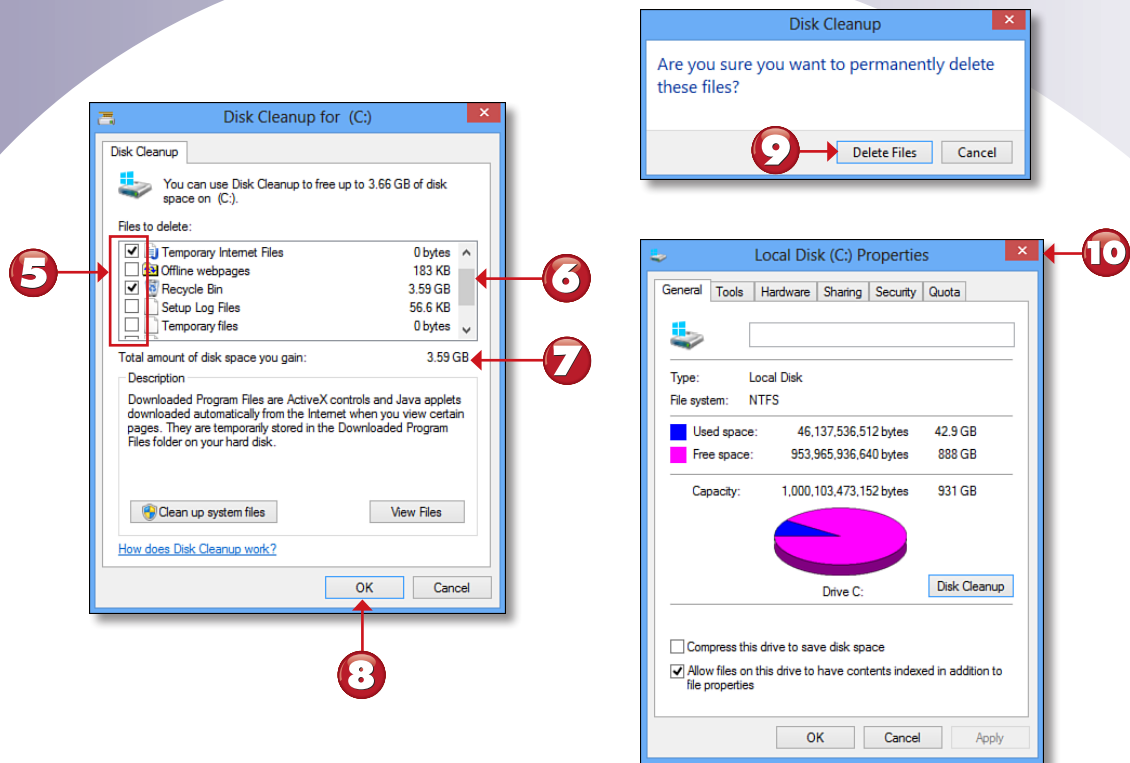
**5** Select the file categories you want to delete.

**6** Scroll down to see more categories.

**7** Notice the cumulative total of space to be freed up.

**8** Click **OK**.

**9** Click **Delete Files**.

**10** The Properties dialog box now indicates more free space. Click **Close**.

*End*

**NOTE**

**In Search of More Free Space**  To see options to free up more space by removing previous Windows installation files or temporary files left from a Windows installation, click the Clean Up System Files button, shown with steps 5–8. ■

# RUNNING TASK MANAGER

If you want to know what's happening "under the hood" of your system, the Windows Task Manager provides real-time information about program processes and hardware in your computer. The steps below show how to use it from the Start screen. You can also run Task Manager from the Windows desktop by pressing Ctrl+Alt+Del and selecting Task Manager.
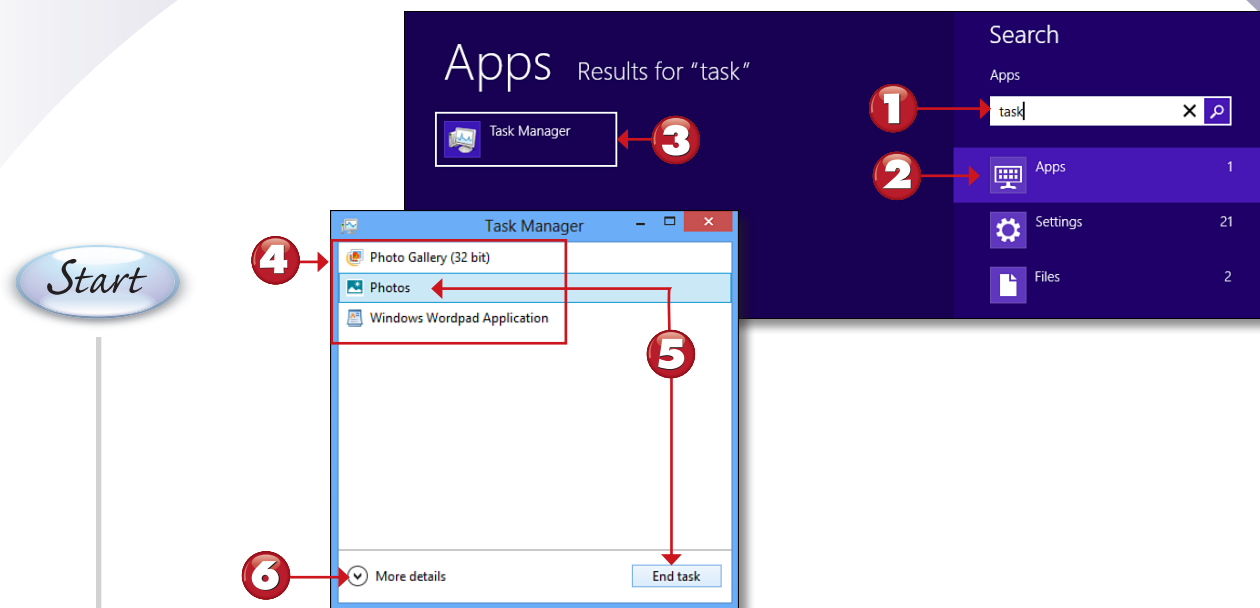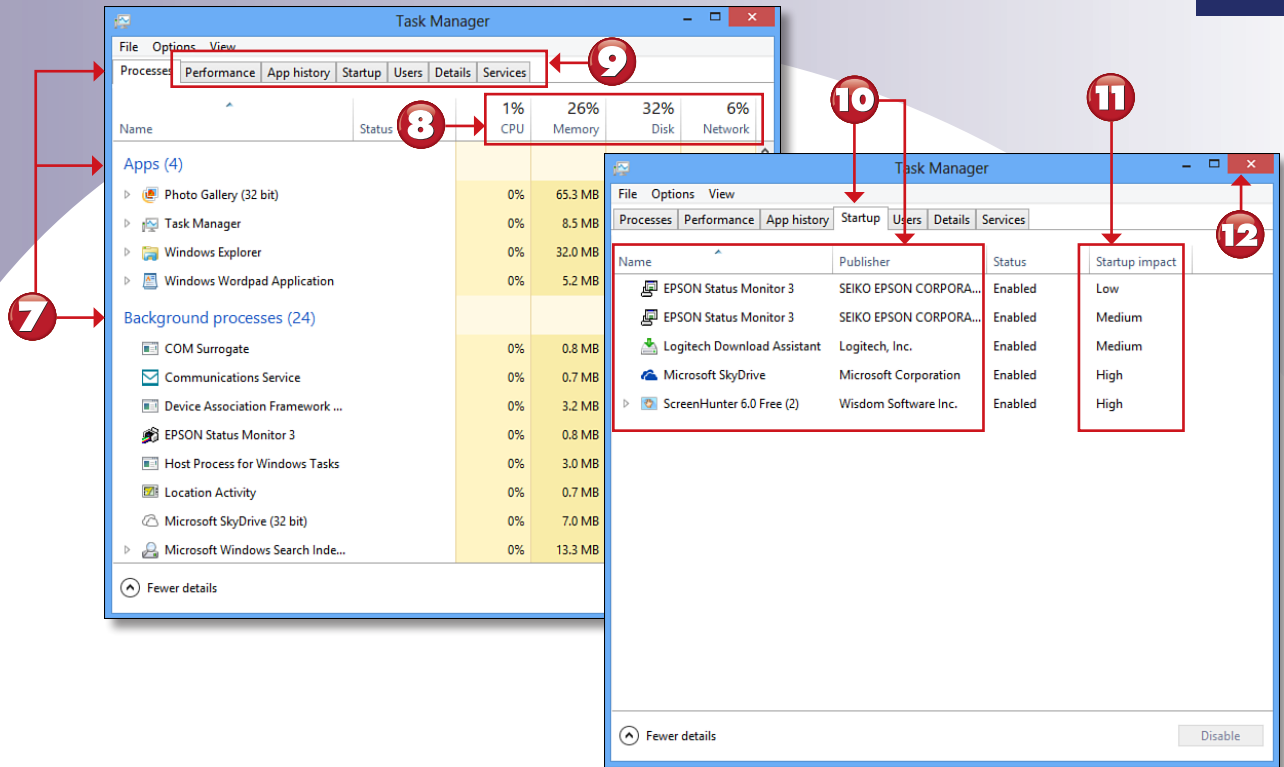


**Start**

**1** From the Start screen, type **task**.

**2** Click **Apps**.

**3** Click **Task Manager**.

**4** View the running apps here.

**5** Select an app and click **End task** to close it.

**6** Click **More details**.

*Continued*

### ⚠ CAUTION

**Task Manager Is the Last Resort for Closing an App or Process**  Use Task Manager to close an app only if you can't close it with the Close button. You can also shut down a process with Task Manager, but doing so can cause problems if other running programs depend on the process. Use Task Manager to close an app or process only if it becomes unresponsive. ■

**7**  The Processes tab lists apps and background processes.

**8**  Notice the overall activity for CPU, memory, disk, and network components.

**9**  Click a tab for more details.

**10**  The Startup tab shows the programs running at startup.

**11**  The impact on startup performance.

**12**  Click **Close**.

*End*

### NOTE

**Other Task Manager Tabs**  Click the Performance tab and highlight a component for detailed information about the component and its performance. Click the App History tab to see detailed performance information about Start screen apps. Click the Users tab to see detailed performance information per user. Click the Details tab to see the status, Process Identifier (PID), memory, and other information about running programs and services. Click the Services tab to see detailed information about Windows Services. ■